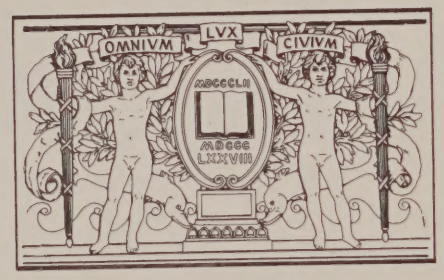
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LIBRARY

R-ND ROXBURY - NORTH DORCHESTER

APAC AREA PLANNING ACTION COUNCIL, INC.

MEMBER NATIONAL ASSOCIATION FOR COMMUNITY DEVELOPMENT

A
ABCD
68/1

Composed of several sections — Consult each.

November 5, 1968

Frank Ferro, Regional Administrator
Community Action Program
Office of Economic Opportunity
72 West 45th Street
New York, New York 10036

Dear Mr. Ferro:

The composite Roxbury-North Dorchester APAC in Head Start 1969 budgeted for twenty-three (23) classes, twelve (12) in full day (Day Care) and eleven (11) in half day (Day Care) has been thoroughly considered by the Parents Advisory Council (PAC), staff and APAC Board.

The total Federal share budget figure is $651,031 which is in excess of the 1968 figure of $643,365 by the amount of $7666, an increase of only 1.2%. It is our considered view point, after much consideration, that this very slight increase is necessary to preserve and improve the quality of this large composite Head Start Program.

Sincerely yours,

Mark A. Goode
Chairman

MAG:jlc
cc: Grace Nadrich

a3

MULTI PURPOSE NEIGHBORHOOD CENTER
2249 WASHINGTON STREET
BOSTON, MASS. 02119
445-0730 - 0731 - 0732

WHITTIER STREET NEIGHBORHOOD SERVICE CENTER
25 WHITTIER STREET 02120
445-1602 - 1603

ORCHARD PARK NEIGHBORHOOD SERVICE CENTER
2 AMBROSE STREET, 02119
445-0735

BLUE HILL AVENUE NEIGHBORHOOD EMPLOYMENT CENTER AND NEIGHBORHOOD SERVICE CENTER
345 BLUE HILL AVE., 02121
445-9350

DUDLEY STREET NEIGHBORHOOD EMPLOYMENT CENTER
2401 WASHINGTON ST. 02119

HAWTHORNE HOUSE HEADSTART CENTER
42 HAWTHORNE ST., 02119
427-7005

PILGRIM CONGREGATIONAL HEADSTART CENTER
540 COLUMBIA ROAD, 02125
288-6900

SUB AREA ONE NEIGHBORHOOD INFORMATION CENTER
14 JOHN ELIOT SQ., 02119
445-3901

SUB AREA THREE NEIGHBORHOOD INFORMATION CENTER
27 DUNMORE ST., 02119
445-3900

ACTION AREA FIVE FEDERAL CREDIT UNION
194 BLUE HILL AVE., 02119
442-7317

Executive Committee
MR. MARK A. GOODE
PRESIDENT AND CHAIRMAN OF THE BOARD
MR. VIVIAN C[illegible]
VICE PRESIDENT AND VICE CHAIRMAN OF THE BOARD
MRS. BEVERLY MITCHELL
CORPORATION SECRETARY
CORPORATION TREASURER
MR. PHILIP GOODWIN
MR. THOMAS JOHNSON
MR. JOHN F. CUMMINGS
MRS. DALETHA WATERS
MRS. LOUISE MONTAGUE
Executive Director
MR. SYLVALIA MYHAND JR.

Summary 30c for All of Roxbury-N. Dorchester

OFFICE OF ECONOMIC OPPORTUNITY HEAD START PROGRAM DATA	PREVIOUS GRANT NO. CG-0212 C/10	Budget Bureau No. 119-R013.1 Approval expires December 31, 1968
TYPE OF PROGRAM (Check one): ☐ SUMMER PROGRAM ☐ FULL YEAR PROGRAM	SUBMITTED BY (Check one): ☐ APPLICANT AGENCY ☐ DELEGATE AGENCY	
I. APPLICANT AGENCY NAME Action for Boston Community Development LOCATION (No. and street, city, state and Zip Code) 150 Tremont St. Boston, Mass.	II. DELEGATE AGENCY NAME Roxbury-North Dorchester Composite LOCATION (No. and street, city, state and Zip Code)	

III. APPLICANT AGENCY enters combined totals for all delegate agencies (Except for items 1, 2, 7, 8 and 9, when these items are different for the delegate agencies.

DELEGATE AGENCY enters data only for its individual program.

Columns (1) and (4) - to be completed by OEO. Columns (2) and (3) - to be completed by Applicant.	PREVIOUS GRANTS (as approved by OEO) (1)	ACTUAL OPERATING STATISTICS PREVIOUS GRANT (2)	REQUESTED THIS ACTION (3)	APPROVED BY OEO THIS ACTION (4)
1. DATE CLASSES START		1-1-68	1-1-69	
2. DATE CLASSES END		12-31-68	12-31-69	
3. TOTAL NO. OF CHILDREN		345	361	
4. AGE RANGE OF CHILDREN SERVED		3-6	3-6	
5. NO. OF CENTERS		8	8	
6. NO. OF CLASSES		24	24	
7. NO. OF DAYS PER WEEK		5	5	
8. NO. OF SESSIONS PER DAY		1-2	1-2	
9. HOURS PER SESSION (Including meals)		4-9	4-9	
10. NO. OF TEACHERS		23	24	
11. NO. OF OTHER PAID PROFESSIONALS		11	21	
12. NO. OF PAID NON-PROFESSIONALS *		63	65	
A. PARENTS *		30	30	
B. OTHER TARGET AREA PERSONNEL *		30	30	
C. NON-TARGET AREA PERSONNEL *		3	5	
13. NO. OF VOLUNTEERS *		121	222	
A. PARENTS *		45	60	
B. TARGET AREA NON-PROFESSIONALS *		44	27	
C. OTHER NON-PROFESSIONALS *		10	104	
D. PROFESSIONALS *		22	31	
14. TOTAL PROGRAM COST	$	$ 776,867	$ 795,517	$
15. NON-FEDERAL SHARE	$	$ 133,502	$ 144,961	$
16. OEO FEDERAL SHARE	$	$ 643,365	$ 650,556	$
17. FEDERAL COST PER CHILD PER MONTH **	$	$ 155	$ 150	$

* Enter estimated total number in Columns (2) and (4)

** Federal cost ÷ No. children ÷ No. months of actual classes

U. S. GOVERNMENT PRINTING OFFICE: 1967 O - 211-143

OFFICE OF ECONOMIC OPPORTUNITY
COMMUNITY ACTION PROGRAM

COMPONENT BUDGET

(FOR OEO USE)
APPLIC. NO. | MONTHS APPR.

Budget Bureau No. 119-R014.2
Approval expires June 30, 1967

NAME OF GRANTEE: ABCD, Inc.

Program year ends | GRANT NO.: CG- | PROGRAM YEAR ACT. NO. | COMP. NO.

NAME OF ADMINISTERING AGENCY: Roxbury-No. Dorchester APAC

TITLE OF COMPONENT: R-N.D. APAC Headstart CDC's

COST CATEGORY	(FOR APPLICANT USE) A. PREVIOUSLY APPROVED PROGRAM YEAR ____	B. EXPENDED THROUGH MONTH ____ YR. ____	C. REQUEST THIS ACTION	(FOR OEO USE) D. APPROVED BY OEO THIS ACTION	E. TOTAL APPROVED BY OEO
1. PERSONNEL	$	$	$ 136.722	$	$
2. CONSULTANTS AND CONTRACT SERVICES		LS	1,129		
3. TRAVEL			1,108		
4. SPACE COSTS AND RENTALS		LS	15,240		
5. CONSUMABLE SUPPLIES			2,940		
6. RENTAL, LEASE, OR PURCHASE OF EQUIPMENT			1,700		
7. OTHER COSTS			13,365		
TOTAL COST OF COMPONENT	$	$	$ 172,804	$	$
NON-FEDERAL SHARE			16,669		
FEDERAL SHARE			156,135		

Changes in this approved budget may be made only in accordance with the appropriate provisions of the CAP GUIDE - (Financial Instructions).

EXPLANATION OF OEO CHANGES IN BUDGET OR WORK PROGRAM, AND SPECIAL CONDITIONS:

Office of Economic Opportunity

APPLICATION FOR COMMUNITY ACTION PROGRAM

FORM APPROVED.
BUDGET BUREAU NO. 11

BUDGET FOR COMPONENT PROJECT

This form is to accompany each component project form (CAP 6, CAP 7, or CAP 8) in applying for a grant under Sections 204, 205, of Title II-A, Economic Opportunity Act of 1964. Applicants are not required to use this form – they may substitute a typed budget contains the same information in the same order as on the form.

NAME OF APPLICANT	DO NOT FILL IN: *(For Administrative Use)*

BRIEF TITLE OF PROJECT	COMPONENT PROJECT NO.
ROXBURY-NORTH DORCHESTER APAC, INCORPORATED Headstart Administration and CDC's	

B-1.0 PERSONNEL

B-1.1 PERSONNEL EMPLOYED BY APPLICANT AGENCY

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
	Not Applicable				

COST OF FRINGE BENEFITS *(Indicate basis for estimate)*

SUB-TOTAL, PERSONNEL EMPLOYED BY APPLICANT AGENCY $

B-1.2 PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES)

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
	See Attached List				

COST OF FRINGE BENEFITS *(Indicate basis for estimate)*

SUB-TOTAL, PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES) $

TOTAL, PERSONNEL $136,7[illegible]

OEO FORM 23 (Page 1 of 2) JAN 65

211

-2.0 CONSULTANTS AND CONTRACT SERVICES

-2.1 CONSULTANT SERVICES

NATURE OF SERVICES	BASIS FOR FEE ESTIMATE	FEE TO BE PAID
		$
	See attached list	
	CAP Form 2A	
	SUB-TOTAL CONSULTANT SERVICES	$ 1,429.00

-2.2 OTHER CONTRACT SERVICES

NATURE OF SERVICES	BASIS FOR COST ESTIMATE	FEE TO BE PAID
		$
	SUB-TOTAL, OTHER CONTRACT SERVICES	$
	TOTAL, CONTRACT SERVICES	$

3.0 TRAVEL

ITEM	BASIS FOR COST ESTIMATE	COST
		$
	See attached list	
	TOTAL, TRAVEL COSTS	$ 1,408.00

4.0 SPACE COSTS AND RENTALS

ITEM	BASIS FOR COST ESTIMATE	COST
		$
	See attached list	
	TOTAL, SPACE COSTS AND RENTALS	$ 15,240.00

5.0 CONSUMABLE SUPPLIES

ITEM	BASIS FOR COST ESTIMATE	COST
		$
	Consumable Supplies	
	TOTAL, CONSUMABLE SUPPLIES	$ 2,940.00

.0 RENTAL, LEASE, OR PURCHASE OF EQUIPMENT

ITEM	BASIS FOR COST ESTIMATE	COST
		$
	See Attached List	
	TOTAL, RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	$ 1,700.00

0 OTHER COSTS

ITEM	BASIS FOR COST ESTIMATE	COST
		$
	See Attached List	
	TOTAL, OTHER COSTS	$ 13,365.00
	GRAND TOTAL, COST OF COMPONENT PROJECT	$ [illegible]

FORM 23 (Page 2 of 2) JAN 65 GSA CO 6[illegible]

See Attached CAP Form 2A

Total Contract Services $1,429.00

TRAVEL

Field Trips @ $20 per/class per/mo x 12 x 4		$1,200.00
Neighborhood Worker @ $2.00 per/wk x 52 x 2		208.00
	Total Travel	$1,408.00

SPACE COSTS & RENTAL

See Attached CAP Form 2A

Total Space $15,240.00

CONSUMABLE SUPPLIES

Educational Supplies @ 75¢ per/child per/wk x 52 wks. x 60 children	$2,340.00
Office Supplies @ 25 mo. per office (2 offices x 12 months)	600.00
Total Consumable Supplies	$2,940.00

RENTAL, LEASE & PURCHASE OF EQUIPMENT

Office Equpiment @ $250 yr. per/office	$ 500.00
Educational Equipment @ $20 per/child x 60	1,200.00
Total Rent, Lease & Purchase of Equipment	$ 1,700.00

OTHER COSTS

Food: Day Care @ 70¢ per/child per/day x 250 days x 45 children	$7,875.00
Food: Headstart @ 60¢ per/child per day x 210 days x 15 children	1,890.00
Postage @ $100 per/year-per unit (2 offices & 4 classrooms)	600.00
Telephone @ $500 per/yr.-per unit (2 offices & 4 classrooms)	3,000.00
Total of Other Costs	$ 13,365.00

OFFICE OF ECONOMIC OPPORTUNITY
COMMUNITY ACTION PROGRAM

CAP 2A - ITEMIZATION OF NON-FEDERAL SHARE

Budget Bureau No. 116-R032
Approval expires 12/31/68

NAME OF APPLICANT AGENCY	COMPONENT PROJECT NUMBER	DO NOT FILL IN: (For OEO Use)
ABCD, Inc. Roxbury-North Dorchester APAC, Inc.		

ITEM NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION IF IN-KIND	NAME OF CONTRIBUTOR AND CONDITIONS ATTACHED TO CONTRIBUTIONS (If any)	VALUE OF CONTRIBUTIONS TO THE NEAREST WHOLE DOLLAR
1	Classroom @ $105 per/mo x 12 mos.	Pilgram Cong. Church	$ 1,260.00
2	Parents room @ $21 per/mo x 12 mos.	"	252.00
3	Office @ $80 per/mo x 12 mos.	"	960.00
4	Classroom @ $105 per/mo c 12 mos.	Charles Street AME Church	$ 1,260.00
5	Parents room @ $21 per/mo x 12 mos.	"	252.00
6	Kitchen @ $80 per/mo x 12 mos.	"	960.00
7	Office @ $80 per/mo x 12 mos.	"	960.00
8	Classrooms @ $105 per/mo x 12 mos.	Hawthorne House	$ 3,780.00
9	Parents rooms @ $21 per/mo x 12 mos.	"	504.00
10	Kitchen @ $80 per/mo x 12 mos.	"	960.00
11	Offices @ $80 per/mo x 12 mos.	"	$ 1,920.00
12	Office @ $80 per/mo x 12 mos.	Roxbury APAC-2249 Washington Street	$ 960.00
13	Office @ $80 per/mo x 12 mos.	Roxbury APAC-2401 Washington Street	960.00
14	Conference Room @ $21 per/mo x 12 mo		252.00
15			
16			
17			
	SUB - TOTAL NON-FEDERAL SHARE FOR COMPONENT		$15,240.00

CSA DC 68.1539.

- 3/A -

OFFICE OF ECONOMIC OPPORTUNITY
COMMUNITY ACTION PROGRAM

CAP 2A - ITEMIZATION OF NON-FEDERAL SHARE

Budget Bureau No. 136-R032
Approval expires 12/31/68

NAME OF APPLICANT AGENCY	COMPONENT PROJECT NUMBER	DO NOT FILL IN! (For OEO Use)
ABCD, Inc. Roxbury-North Dorchester APAC, Inc.		

ITEM NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION IF IN-KIND	NAME OF CONTRIBUTOR AND CONDITIONS ATTACHED TO CONTRIBUTIONS (If any)	VALUE OF CONTRIBUTIONS TO THE NEAREST WHOLE DOLLAR
	CONSULTANT SERVICES		
	Psychologist @ $5.80 per/hr x 10 hrs	per/mo x 12 mos. Ronald S. McMullen	$ 609.00
	Early Childhood Development @ $4.00	per/hr x 15 hrs x 12 mos. Mrs. A. L. Hyman	820.00
		SUB-TOTAL	$ 1,429.00
		SUB- TOTAL NON-FEDERAL SHARE FOR COMPONENT	$ 16,669.00

GSA PC 68-1539.

Roxbury APAC only

OFFICE OF ECONOMIC OPPORTUNITY HEAD START PROGRAM DATA	PREVIOUS GRANT NO. CG-0212 C/10	Budget Bureau No. 113-R7214 Approval expires December 31, 1968
TYPE OF PROGRAM (Check one): ☐ SUMMER PROGRAM ☐ FULL YEAR PROGRAM	SUBMITTED BY (Check one): ☐ APPLICANT AGENCY ☒ DELEGATE AGENCY	
I. APPLICANT AGENCY	II. DELEGATE AGENCY	
NAME ABCD, Inc.	NAME Rox.-No. Dorchester APAC, Inc.	
LOCATION (No. and street, city, state and Zip Code)	LOCATION (No. and street, city, state and Zip Code) 2249 Washington St., Boston, Mass. 02119	

III.

APPLICANT AGENCY enters combined totals for all delegate agencies *(Except for Items 1, 2, 7, 8 and 9, when these items are different for the delegate agencies.)*

DELEGATE AGENCY enters data only for its individual program.

Columns (1) and (4) - to be completed by OEO. Columns (2) and (3) - to be completed by Applicant.	PREVIOUS GRANTS (as approved by OEO) (1)	ACTUAL OPERATING STATISTICS PREVIOUS GRANT (2)	REQUESTED THIS ACTION (3)	APPROVED BY OEO THIS ACTION (4)
1. DATE CLASSES START		1/1/69	1/1/69	
2. DATE CLASSES END		12/31/69	12/31/69	
3. TOTAL NO. OF CHILDREN		75	60	
4. AGE RANGE OF CHILDREN SERVED		3 - 6	3 - 5	
5. NO. OF CENTERS		3	3	
6. NO. OF CLASSES		5	4	
7. NO. OF DAYS PER WEEK		5	5	
8. NO. OF SESSIONS PER DAY		1	1	
9. HOURS PER SESSION *(Incl. lng meals)*		4 - 7	4 - 7	
10. NO. OF TEACHERS		5	4	
11. NO. OF OTHER PAID PROFESSIONALS		2	5	
12. NO. OF PAID NON-PROFESSIONALS*		11	10	
A. PARENTS*		8	8	
B. OTHER TARGET AREA PERSONNEL*		8	8	
C. NON-TARGET AREA PERSONNEL*		3	3	
13. NO. OF VOLUNTEERS*		8	8	
A. PARENTS*		3	3	
B. TARGET AREA NON-PROFESSIONALS*		2	2	
C. OTHER NON-PROFESSIONALS*		1	1	
D. PROFESSIONALS*		2	2	
14. TOTAL PROGRAM COST	$	$ 241,477	$ 172,229	$
15. NON-FEDERAL SHARE	$	$ 31,236	$ 16,669	$
16. OEO FEDERAL SHARE	$	$ 209,241	$ 155,560	$
17. FEDERAL COST PER CHILD PER MONTH**	$	$ 232	$ 216	$

* Enter data in these items in Column (2) and (3).

** Federal cost per child per month of service.

CAP FORM 5[illegible] (6/68)

A 33

OFFICE OF ECONOMIC OPPORTUNITY
COMMUNITY ACTION PROGRAM

COMPONENT BUDGET

(FOR OEO USE)

APPLIC. NO.	MONTHS APPR.

Budget Bureau No. 114-R019.2
Approval expires June 30, 1967

NAME OF GRANTEE: A.B.C.D., Inc.

Program year ends: 12/31/69 | GRANT NO.: OG- | PROGRAM YEAR ACT. NO.:

NAME OF ADMINISTERING AGENCY: Roxbury Ecumenical Center

TITLE OF COMPONENT: 1969 FY Head Start
Roxbury Ecumenical Center (St. Mark's)

COMP. NO.: 7-03-8

COST CATEGORY	(FOR APPLICANT USE) A. PREVIOUSLY APPROVED BUDGET YEAR 1968	B. EXPENDED THROUGH MONTH 7 YR. 68	C. REQUEST THIS ACTION	(FOR OEO USE) D. APPROVED BY OEO THIS ACTION	E. TOTAL APPROVED BY OEO
1. PERSONNEL	$ 13,5[illegible]* 105,520	$ 3,211.25* 57,134.71	$ 14,080* 104,153	$	$
2. CONSULTANTS AND CONTRACT SERVICES	0	0	0		
3. TRAVEL	0	3,331.00	960		
4. SPACE COSTS AND RENTALS	10,440*	6,090.00*	10,440*		
5. CONSUMABLE SUPPLIES	2,712	1,105.02	2,943		
6. RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	655* 1,210	399.00* 30.72	564* 1,221		
7. OTHER COSTS	11,080	3,589.41	11,300		
TOTAL COST OF COMPONENT	$ 145,165	$ 72,210.11	$ 145,661	$	$
NON-FEDERAL SHARE	24,615	10,300.25	25,084		
FEDERAL SHARE	120,550	61,909.86	120,577		

Changes in this approved budget may be made only in accordance with the appropriate provisions of the CAP GUIDE - (Financial Instructions).

EXPLANATION OF OEO CHANGES IN BUDGET OR WORK PROGRAM, AND SPECIAL CONDITIONS:

CAP FORM 33 REV. FEB 6[illegible] PREVIOUS EDITIONS ARE OBSOLETE. GSA GG REG. [illegible]

Office of Economic Opportunity
APPLICATION FOR COMMUNITY ACTION PROGRAM

FORM APPROVED.
BUDGET BUREAU NO. 115-0213

BUDGET FOR COMPONENT PROJECT

This form is to accompany each component project form (CAP 5, CAP 7, or CAP 8) in applying for a grant under Sections 201, 205, or 206 of Title II-A, Economic Opportunity Act of 1964. Applicants are not required to use this form -- they may substitute a typed budget which contains the same information in the same order as on the form.

NAME OF APPLICANT

A.B.C.D., Inc.

DO NOT FILL IN: *(For Administrative Use)*

BRIEF TITLE OF PROJECT

Roxbury/Roumenical Center (St. Mark's), 1969 FY Head Start

COMPONENT PROJECT NO.

7-98-8

B-1.0 PERSONNEL

B-1.1 PERSONNEL EMPLOYED BY DELEGATE AGENCY

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
1	Administrator @ $8,500/yr.	708.32	100%	11	7,792
1	Educational Director @ $8,500/yr.	708.32	100%	11	7,792
1	Neighborhood Worker Supvr. @ 6,500	541.66	100%	11	5,958
1	Teacher @ $6,500	541.66	100%	11	5,958
1	Teacher @ $5,700	475.00	100%	11	5,225
1	Teacher @ $5,500	458.34	100%	11	5,042
1	Teacher @ $5,200	433.33	100%	11	4,767
5	Teacher Trainees @ $4,800	400.00	100%	11	22,000
	COST OF FRINGE BENEFITS *(Indicate basis for estimate)*				
3	Teacher Trainees @ $4,500	375.00	100%	11	12,375
2	Neighborhood Workers @ $5,200	433.33	100%	11	4,767
	SUB-TOTAL, PERSONNEL EMPLOYED BY APPLICANT AGENCY				$

B-1.2 PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES)

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
1	Secretary @ $4,500	375.00	100%	11	4,125
1	Cook/Custodian @ $5,200	433.33	100%	11	4,767
				Total	$8,892
	Cost of fringe benefits @ 15%				13,289
	Total Federal Share Salaries				$104,153
	Local Share Personnel:				
	COST OF FRINGE BENEFITS *(Indicate basis for estimate)*				
25	Volunteers @ $1.60/hr. X 5 hrs./wk. X 30 weeks				$6,000
1	Administrative Secretary @ $1.60/hr. X 5 hrs./wk. X 30 wks.				1,000
1	Bookkeeper @ $3.50/hr. X 10 hrs./wk. X 40 weeks				2,000
	Sub Total Local Share				14,000
	SUB-TOTAL, PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES)				$
	TOTAL, PERSONNEL				$118,153

APPLICATION FOR COMMUNITY ACTION PROGRAM

BUDGET FOR COMPONENT PROJECT (Continued)

CONSULTANTS AND CONTRACT SERVICES

CONSULTANT SERVICES

NATURE OF SERVICES	BASIS FOR FEE ESTIMATE	FEE TO BE PAID
		$
	SUB-TOTAL CONSULTANT SERVICES	$

OTHER CONTRACT SERVICES

NATURE OF SERVICES	BASIS FOR COST ESTIMATE	FEE TO BE PAID
		$
	SUB-TOTAL, OTHER CONTRACT SERVICES	$
	TOTAL, CONTRACT SERVICES	$

TRAVEL

ITEM	BASIS FOR COST ESTIMATE	COST
ff Travel	6,000 miles @ 10¢ mile =	$ 600
ld Trips	$15/class x 4 classes x 6 trips	360
	TOTAL, TRAVEL COSTS	$ 960

SPACE COSTS AND RENTALS

ITEM	BASIS FOR COST ESTIMATE	COST
ssrooms (4)	$105/month x 12 months x 4 rooms	$ 5,040
ns (5)	$80/month x 12 months x 5 rooms	4,800
lth Room (1)	$50/month x 12 months x 1 room	600
	TOTAL, SPACE COSTS AND RENTALS	$ 10,440*

CONSUMABLE SUPPLIES

ITEM	BASIS FOR COST ESTIMATE	COST
ational	75¢/week x 60 children x 40 weeks	$ 2,160
ce	$45/month x 11 months	495
	400 copies/month x 6¢ copy x 12 mos.	288
	TOTAL, CONSUMABLE SUPPLIES	$ 2,943

RENTAL, LEASE, OR PURCHASE OF EQUIPMENT

ITEM	BASIS FOR COST ESTIMATE	COST
ational	$1.50/month x 60 children x 11 mos.	$ 990
ce	$21/month x 11 months	231
e Equipment (See breakdown on form letter of commitment)		(504)*
	TOTAL, RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	$ 1,221

OTHER COSTS

ITEM	BASIS FOR COST ESTIMATE	COST
Food	75¢/child/day x 60 children x 220 days	$ 9,900
hone	$20/month x 12 months x 1 office	1,200
ape	$50/year x 4 classes	200
	TOTAL, OTHER COSTS	$ 11,300
	GRAND TOTAL, COST OF COMPONENT PROJECT	$ 26,864

AO-33 (Page 2 of 2) JAN 65 GSA OO 65-[illegible]

A 30

COMMUNITY ACTION PROGRAM

CAP 2A - ITEMIZATION OF NON-FEDERAL SHARE

Approval expires 12/31/68

NAME OF APPLICANT AGENCY: [illegible] Poughkeepsie Dutchess A.P.A.C.

COMPONENT PROJECT NUMBER: 46-74

DO NOT FILL IN! (For OEO Use)

ITEM NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION OF IN-KIND	NAME OF CONTRIBUTOR AND CONDITIONS ATTACHED TO CONTRIBUTIONS (if any)	VALUE OF CONTRIBUTIONS TO THE NEAREST WHOLE DOLLAR
25	Volunteers @ $1.60/hr x 5 hrs/wk x 48 weeks		9,600
1	Administrative Consultant @ $7.50/hr x 5 hrs/wk x 48 weeks		1,800
1	Bookkeeper @ $3.50/hr x 15 hrs/wk x 48 weeks		2,688
	Space:		
	4 classrooms @ $105/mo. x 12 mos.		5,040
	3 Offices @ $80/ mo. x 12 mos.		2,880
	1 Kitchen @ $80/mo. x 12 mos.		960
	1 Multi-Purpose Room @ $80/mo. x 12 mos.		960
	1 Health Room @ $50.00/mo. x 12 mos.		600
	Equipment:		
	1 Freezer (Donated) $96.00/yr. = $8.00 (Monthly value)		
	1 Mimeograph Machine (Used) $240.00/yr. = $20.00 (Monthly value)		
	4 Desks @ $48.00 each $192.00/yr. = $16.00 (Monthly value)		
	4 Chairs @ $8.00 each $36.00/yr. = $3.00 (Monthly value)		
			564.00
	TOTAL NON-FEDERAL SHARE FOR COMPONENT		$ 25,084.00

OEA DC 68-1339.

Roxbury/Nouvenical Center (St. Marks), 1969 FY Head Start

October 2, 1968
(Date)

roject Head Start--Boston
ction for Boston Community Development, Inc.
S Tremont Street
oston, Massachusetts 02103

Gentlemen:

THE FIRST CONGREGATIONAL CHURCH of WINCHESTER, MASSACHUSETTS agrees
(Agency Name)

to provide SPACE
(Service, Space, Equipment)

at the WINCHESTER FIRST CONGREGATIONAL CHURCH Child Development

Center located at DIX & CHURCH STREETS, WINCHESTER, MASSACHUSETTS.

The above items to be provided are valued by the Office of Economic Opportunity,

as follows:

1 Kitchen @ $80.00 per month each x 12 months	=	$ 960
4 Classroom(s) @ $105.00 per month ea. x 12 months	=	$ 5,040
1 Office(s) @ $80.00 per month ea. x 12 months	=	$ 960
1 Parent's room(s) @ $80.00 per month ea. x 12 months	=	$ 960
1 Health room(s) @ $50.00 per month ea. x 12 months	=	$ 600
30 Volunteers @ $1.60 per hour x 5 hours per week x 52 weeks	=	$ 12,480
___ Consultants @ $_____ per hour x ____ hours per week ____	=	$ _____
Equipment (list attached), par value of which is	=	$ _____
Total.....		$21,000

The above will be provided for the operation of the 1969 Full Year Project Head Start--Boston Program to be funded by the Office of Economic Opportunity for the period of January 1, 1969 through December 31, 1969.

Very truly yours,

(Signature)

October 3 1968
(Date)

Project Head Start---Boston
Action for Boston Community Development, Inc.
18 Tremont Street
Boston, Massachusetts 02108

Gentlemen:

THE ECUMENICAL CENTER in ROXBURY, INC agrees
(Agency Name)

to provide SERVICE, SPACE, and EQUIPMENT
(Service, Space, Equipment)

at the ECUMENICAL CENTER Child Development

Center located at 75 CRAWFORD STREET BOSTON, (ROXBURY) MASS. 02121.

The above items to be provided are valued by the Office of Economic Opportunity, as follows:

____	Classroom(s) @ $105.00 per month ea. x ____ months	= $ ____
1	Office(s) @ $80.00 per month ea. x 12 months	= $ 960
1	Parent's room(s) @ $80.00 per month ea. x 12 months	= $ 960
____	Health room(s) @ $50.00 per month ea. x ____ months	= $ ____
____	Volunteers @ $1.60 per hour x ____ hours per week	= $ ____
____	Consultants @ $____ per hour x ____ hours per week	= $ ____
Equipment (list attached), par value of which is		= $ 624
	Total.....	$ 2,544

The above will be provided for the operation of the 1969 Full Year Project Head Start---Boston Program to be funded by the Office of Economic Opportunity for the period of January 1, 1969 through December 31, 1969.

Very truly yours,

[signature]
(Signature)

Executive Director
(Title)

OFFICE OF ECONOMIC OPPORTUNITY

HEAD START PROGRAM DATA

PREVIOUS GRANT NO. CG-0212 C/10

Budget Bureau No. 115-R222.1
Approval Expires December 31, 1968

TYPE OF PROGRAM (Check one): ☐ SUMMER PROGRAM ☐ FULL YEAR PROGRAM

SUBMITTED BY (Check one): ☐ APPLICANT AGENCY ☒ DELEGATE AGENCY

I. APPLICANT AGENCY

NAME: Roxbury-No. Dorchester APAC

LOCATION (No. and street, city, State and Zip Code): 2249 Washington St., Roxbury 02121

II. DELEGATE AGENCY

NAME: Ecumentical Center in Roxbury, Inc.

LOCATION (No. and street, city, State and Zip Code): 75 Crawford St., Roxbury 02121

III.

APPLICANT AGENCY enters combined totals for all delegate agencies (Except for Items 1, 2, 7, 8 and 9, when these items are different for the delegate agencies.

DELEGATE AGENCY enters data only for its individual program.

Columns (1) and (4) - to be completed by OEO. Columns (2) and (3) - to be completed by Applicant.	PREVIOUS GRANTS (as approved by OEO) (1)	ACTUAL OPERATING STATISTICS PREVIOUS GRANT (2)	REQUESTED THIS ACTION (3)	APPROVED BY OEO THIS ACTION (4)
1. DATE CLASSES START		1/2/68	1/2/69	
2. DATE CLASSES END		12/31/68	12/31/69	
3. TOTAL NO. OF CHILDREN		60	60	
4. AGE RANGE OF CHILDREN SERVED		3-5	3-5	
5. NO. OF CENTERS		1	1	
6. NO. OF CLASSES		4	4	
7. NO. OF DAYS PER WEEK		5	5	
8. NO. OF SESSIONS PER DAY		1	1	
9. HOURS PER SESSION (Including meals)		8	8	
10. NO. OF TEACHERS		4	4	
11. NO. OF OTHER PAID PROFESSIONALS		3	3	
12. NO. OF PAID NON-PROFESSIONALS *		0	12	
A. PARENTS *		0	1	
B. OTHER TARGET AREA PERSONNEL *		11	11	
C. NON-TARGET AREA PERSONNEL *		0	1	
13. NO. OF VOLUNTEERS *		30	28	
A. PARENTS *		25	25	
B. TARGET AREA NON-PROFESSIONALS *		0	0	
C. OTHER NON-PROFESSIONALS *		0	0	
D. PROFESSIONALS *		3	3	
14. TOTAL PROGRAM COST	$	$ 145,165	$145,661	$
15. NON-FEDERAL SHARE	$	$ 21,615	$ 25,094	$
16. OEO FEDERAL SHARE	$	$ 120,550	$120,567	$
17. FEDERAL COST PER CHILD PER MONTH **	$	$ 182.50	$ 183.	$

* Enter number of persons (not man-years) in each category.

** Federal share ÷ total enrollment ÷ number of months in program.

CAP FORM 210 SEP 68

U.S. GOVERNMENT PRINTING OFFICE : 1968 O - 313-311

OFFICE OF ECONOMIC OPPORTUNITY
COMMUNITY ACTION PROGRAM

COMPONENT BUDGET

(FOR OEO USE) APPLIC. NO.	MONTHS APPR.	Budget Bureau No. 116-R012.2 Approval expires June 30, 1967

NAME OF GRANTEE: ABCD, INC.

Program year ends	GRANT NO.	PROGRAM YEAR ACT. NO.
	CG-	

NAME OF ADMINISTERING AGENCY	TITLE OF COMPONENT	COMP. NO.
Roxbury/Montessori Center	Roxbury/Montessori Center	7-98-8

COST CATEGORY	(FOR AGENCY USE) A. PREVIOUSLY APPROVED FOR PROGRAM YEAR 1968	B. EXPENDED THROUGH MONTH 12 YR 68	C. REQUEST THIS ACTION	(FOR OEO USE) D. APPROVED BY OEO THIS ACTION	E. TOTAL APPROVED BY OEO
1. PERSONNEL	$ 21,439.	$ 21,439.	$ 21,439.	$	$
2. CONSULTANTS AND CONTRACT SERVICES	---	---	---		
3. TRAVEL	240.	240.	240.		
4. SPACE COSTS AND RENTALS	4,613.	4,613.	4,613.		
5. CONSUMABLE SUPPLIES	3,720.	3,720.	3,720.		
6. RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	754.	754.	754.		
7. OTHER COSTS	550.	550.	550.		
TOTAL COST OF COMPONENT	$ 31,316.	$ 31,316.	$ 31,316.	$	$
NON-FEDERAL SHARE	4,613.	4,613.	4,613.		
FEDERAL SHARE	26,703.	26,703.	26,703.		

Changes in this approved budget may be made only in accordance with the appropriate provisions of the CAP GUIDE - (Financial Instructions).

EXPLANATION OF OEO CHANGES IN BUDGET OR WORK PROGRAM, AND SPECIAL CONDITIONS:

Office of Economic Opportunity
APPLICATION FOR COMMUNITY ACTION PROGRAM

FORM APPROVED.
BUDGET BUREAU NO. 119-R313

BUDGET FOR COMPONENT PROJECT

This form is to accompany each component project for which (CAP 6, CAP 7, or CAP 8) is applying for a grant under Sections 204, 205, or 206 of Title II-A, Economic Opportunity Act of 1964. Applicants are not required to use this form -- they may substitute a typed budget which contains the same information in the same order as on the form.

NAME OF APPLICANT	DO NOT FILL IN: *(For Administrative Use)*
ABCD, Inc.	

BRIEF TITLE OF PROJECT	COMPONENT PROJECT NO.
Roxbury/Montessori Center	147-98-8

B-1.0 PERSONNEL

B-1.1 PERSONNEL EMPLOYED BY APPLICANT AGENCY

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST

COST OF FRINGE BENEFITS *(Indicate basis for estimate)*

SUB-TOTAL, PERSONNEL EMPLOYED BY APPLICANT AGENCY $

B-1.2 PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES)

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
1	Day Care Teacher	500.	100	12	6,000.00
1	Teacher Trainee	375.	100	12	4,500.00
1	Teacher Trainee	350.	100	12	4,200.00
1	Cook @ 1.65 hr/20 hrs/52 weeks	154.	50	12	1,716.00
1	Janitor P.T.	81.		12	974.00
1	Neighborhood Worker (1/2 time)	350.	50	12	2,100.00

COST OF FRINGE BENEFITS *(Indicate basis for estimate)* 1,949.00

SUB-TOTAL, PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES) $19,490.00

TOTAL, PERSONNEL $21,439.00

APPLICATION FOR COMMUNITY ACTION PROGRAM

BUDGET FOR COMPONENT PROJECT (Head Start)

B-2.0 CONSULTANTS AND CONTRACT SERVICES

B-2.1 CONSULTANT SERVICES

NATURE OF SERVICES	BASIS FOR FEE ESTIMATE	FEE TO BE PAID
		$
	SUB-TOTAL CONSULTANT SERVICES	$

B-2.2 OTHER CONTRACT SERVICES

NATURE OF SERVICES	BASIS FOR COST ESTIMATE	FEE TO BE PAID
		$
	SUB-TOTAL, OTHER CONTRACT SERVICES	$
	TOTAL, CONTRACT SERVICES	$

B-3.0 TRAVEL

ITEM	BASIS FOR COST ESTIMATE	COST
Trips	Prev. Summer Head Start Programs	$ 240.
	TOTAL, TRAVEL COSTS	$ 240.

B-4.0 SPACE COSTS AND RENTALS

ITEM	BASIS FOR COST ESTIMATE	COST
Office, 1 classroom, kitchen, dining room p-t lounge, isolation	1,845 sq. ft. @ 2.50 renovated premises local share	$ 4,613.
	TOTAL, SPACE COSTS AND RENTALS	$ 4,613.

B-5.0 CONSUMABLE SUPPLIES

ITEM	BASIS FOR COST ESTIMATE	COST
Chalk, paper, pencils, paste, clay, magic markers ood (staff supervises)	Prev. Summer Head Start Programs	$ 1,095.
		2,625.
	TOTAL, CONSUMABLE SUPPLIES	$ 3,720.

B-6.0 RENTAL, LEASE, OR PURCHASE OF EQUIPMENT

ITEM	BASIS FOR COST ESTIMATE	COST
Montessori equipment and other		$ 754.
	TOTAL, RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	$ 754.

B-7.0 OTHER COSTS

ITEM	BASIS FOR COST ESTIMATE	COST
Telephone, postage	Previous Head Start Program	$ 550.
	TOTAL, OTHER COSTS	$ 550.
	GRAND TOTAL, COST OF COMPONENT PROJECT	$31,310.

OFFICE OF ECONOMIC OPPORTUNITY
COMMUNITY ACTION PROGRAM

CAP 2A - ITEMIZATION OF NON-FEDERAL SHARE

Budget Bureau No. 116-R032
Approval expires 12/31/63

NAME OF APPLICANT AGENCY	COMPONENT PROJECT NUMBER	DO NOT FILL IN! *(For OEO Use)*
[illegible], Inc.	7-98-S	

ITEM NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION IF IN-KIND	NAME OF CONTRIBUTOR AND CONDITIONS ATTACHED TO CONTRIBUTIONS *(If any)*	VALUE OF CONTRIBUTIONS TO THE NEAREST WHOLE DOLLAR
	1,645 sq. ft. @ 2.50 renovated premises [illegible]		$4,613.
	(offices, classroom, kitchen, dining room [illegible]		

8-30-68
(Date)

Project Head Start--Boston
Action for Boston Community Development, Inc.
18 Tremont Street
Boston, Massachusetts 02108

Gentlemen:

MONTESSORI FAMILY CENTRE, INC. agrees
(Agency Name)

to provide _____
(Service, Space, Equipment)

at the MONTESSORI CHILDREN'S HOUSE Child Development

Center located at 22 St. Francis de Sales Street, Roxbury, Mass. 02119
Mailing Address: P. O. Box X, Roxbury, Mass. 02119

The above items to be provided are valued by the Office of Economic Opportunity, as follows:

____	Classroom(s) @ $105.00 per month ea. x ____ months	= $
____	Office(s) @ $80.00 per month ea. x ____ months	= $
____	Parent's room(s) @ $80.00 per month ea. x ____ months	= $ 4613
____	Health room(s) @ $50.00 per month ea. x ____ months	= $
____	Volunteers @ $1.60 per hour x ____ hours per week	= $ 0
____	Consultants @ $_____ per hour x ____ hours per week	= $ 0
Equipment (list attached), par value of which is		= $ 75
	Total.....	$ 5313

(5313-613)

The above will be provided for the operation of the 1969 Full Year Project Head Start--Boston Program to be funded by the Office of Economic Opportunity for the period of January 1, 1969 through December 31, 1969.

Very truly yours,

(Signature)

President
(Title)

OFFICE OF ECONOMIC OPPORTUNITY

HEAD START PROGRAM DATA

PREVIOUS GRANT NO.:

Budget Bureau No. 158-R0132.1
Approval expires December 31, 1968

TYPE OF PROGRAM (Check one):

☐ SUMMER PROGRAM ☒ FULL YEAR PROGRAM

SUBMITTED BY (Check one):

☐ APPLICANT AGENCY ☒ DELEGATE AGENCY

I. APPLICANT AGENCY

NAME: Action for Boston Comm. Devel.

LOCATION (No. and street, city, state and Zip Code):
150 Tremont Street, Boston 02111

II. DELEGATE AGENCY

NAME: Montessori Family Centre, Inc.

LOCATION (No. and street, city, state and Zip Code):
22 St. Francis de Sales St., Roxbury, Mass 02119

III.

APPLICANT AGENCY must submit data for all delegate agencies. Except for items 1, 2, 7, 8 and 9, when these items are different for the delegate agency.

DELEGATE AGENCY enters data only for its individual program.

Columns (1) and (4) - to be completed by OEO. Columns (2) and (3) - to be completed by Applicant.	PREVIOUS GRANTS as (as approved by OEO) (1)	ACTUAL OPERATING STATISTICS PREVIOUS GRANT (2)	REQUESTED THIS ACTION (3)	APPROVED BY OEO THIS ACTION (4)
1. DATE CLASSES START		1-1-68	1-1-69	
2. DATE CLASSES END		12-31-68	12-31-69	
3. TOTAL NO. OF CHILDREN		15	15	
4. AGE RANGE OF CHILDREN SERVED		3-6	3-6	
5. NO. OF CENTERS		1	1	
6. NO. OF CLASSES		1	1	
7. NO. OF DAYS PER WEEK		5	5	
8. NO. OF SESSIONS PER DAY		1	1	
9. HOURS PER SESSION (Including meals)		8	8	
10. NO. OF TEACHERS		2	2	
11. NO. OF OTHER PAID PROFESSIONALS				
12. NO. OF PAID NON-PROFESSIONALS*		3	3	
A. PARENTS*		2	2	
B. OTHER TARGET AREA PERSONNEL*				
C. NON-TARGET AREA PERSONNEL*		1	1	
13. NO. OF VOLUNTEERS*		4	4	
A. PARENTS*		2	2	
B. TARGET AREA NON-PROFESSIONALS*				
C. OTHER NON-PROFESSIONALS*		1	1	
D. PROFESSIONALS*		1	1	
14. TOTAL PROGRAM COST	$	$ 31,316.	$ 31,316.	$
15. NON-FEDERAL SHARE	$	$ 4,613.	$ 4,613.	$
16. OEO FEDERAL SHARE	$	$ 26,703.	$ 26,703.	$
17. FEDERAL COST PER CHILD PER DAY**	$	$ 1.78.	$ 1.78.	$

* Enter estimated [illegible]

** Federal [illegible]

OFFICE OF ECONOMIC OPPORTUNITY
COMMUNITY ACTION PROGRAM

COMPONENT BUDGET

(FOR OEO USE)
APPLIC. NO. | MONTHS APPR.

Budget Bureau No. 116-R014
Approval expires June 30, 19

NAME OF GRANTEE: ABCD, Inc.

Program year ends | GRANT NO.: CG- | PROGRAM YEAR/ACT.

NAME OF ADMINISTERING AGENCY: Roxbury/NEODC (Hilltop), 1969 FY Head Start

TITLE OF COMPONENT: Roxbury/NEODC (Hilltop), 1969 FY Head Start

COMP. N: 7-93

COST CATEGORY	(FOR APPLICANT USE) A. PREVIOUSLY APPROVED PROGRAM YEAR 69	B. EXPENDED THROUGH MONTH ___ YR. ___	C. REQUEST THIS ACTION	(FOR OEO USE) D. APPROVED BY OEO THIS ACTION	E. TOTAL APPROVED BY OEO
1. PERSONNEL	$ 14,848. 113,634.	$	$ 14,848. 113,634.	$	$
2. CONSULTANTS AND CONTRACT SERVICES	* 10,919.		* 10,919.		
3. TRAVEL	830.		830.		
4. SPACE COSTS AND RENTALS	*1,080. 9,600.		*1,080. 9,600.		
5. CONSUMABLE SUPPLIES	4,380.		4,380.		
6. RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	1,200.		1,200.		
7. OTHER COSTS	13,320.		13,320.		
TOTAL COST OF COMPONENT	$ 169,811	$	$ 169,811	$	$
NON-FEDERAL SHARE	*26,847.		*26,847.		
FEDERAL SHARE	142,964.		142,964.		

Changes in this approved budget may be made only in accordance with the appropriate provisions of the CAP GUIDE - (Financial Instructions).

EXPLANATION OF OEO CHANGES IN BUDGET OR WORK PROGRAM, AND SPECIAL CONDITIONS:

Office of Economic Opportunity

APPLICATION FOR COMMUNITY ACTION PROGRAM

FORM APPROVED. BUDGET BUREAU NO. 119-R111

BUDGET FOR COMPONENT PROJECT

This form is to accompany each component project from (CAP 6, CAP 7, or CAP 8) in applying for a grant under Sections 204, 205, or 206 of Title II-A, Economic Opportunity Act of 1964. Applicants are not required to use this form -- they may substitute a typed budget which contains the same information in the same order as on the form.

NAME OF APPLICANT

A.B.C.D. Inc.

DO NOT FILL IN: (For Administrative Use)

BRIEF TITLE OF PROJECT

Roxbury/NEDC (Hilltop) 1968 FY Headstart

COMPONENT PROJECT NO.

B-1.0 PERSONNEL

B-1.1 PERSONNEL EMPLOYED BY APPLICANT AGENCY

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
1	Administrator	802.	100%	12	9,624.00
1	Supervisory Teacher	763.58	100%	12	9,163.00
1	Neighborhood Worker Supervisor	553.08	100%	12	6,644.22
1	Teacher (HS)	708.03	100%	11	7,788.33
1	Teacher (HS)	541.06	100%	11	5,951.66
1	Teacher (HS)	500.00	100%	11	5,500.00
1	Sen. Teacher (DC)	395.08	100%	11	4,345.88
1	Teacher HS)	416.06	100%	11	4,576.66
1	Teacher (DC)	375.00	100%	11	4,125.00
2	Teacher Trainees (DC)	354.01	100%	11	7,788.22
3	Teacher Trainees (HS)	280.68	100%	11	9,282.44
3	Teacher Trainees (DC)	333.03	100%	11	10,989.99
1	Neighborhood Workers	333.03	100%	11	10,989.99
1	Secretary/Bookkeeper	396.94	100%	12	4,763.28
1	Cook	250.00	75%	11	2,750.00
1	Custodian	360.00	100%	11	3,960.00
				Total	$

COST OF FRINGE BENEFITS (Not to exceed 8%) $

SUB-TOTAL, PERSONNEL EMPLOYED BY DELEGATE AGENCIES $

TOTAL, PERSONNEL $

CAP FORM 33 (Page 1 of 2) JAN 68

NATURE OF SERVICES	BASIS FOR FEE ESTIMATE	FEE TO BE PAID	
3 Early Childhood Spec.	$3/hr x 12 hrs/wk x 11 mos.	$ 1,188	
1 Administrative Consultant	$5/hr x 12 hrs/wk x 12 mos	3,120	
1 Legal Counsellor	$12/hr x 4 hrs/mo x 12 mos	576	all
1 Business/Finance Consult.	$5/hr x 2 hrs/wk x 12 mos.	520	
	SUB-TOTAL CONSULTANT SERVICES	$	local

2.2 OTHER CONTRACT SERVICES

NATURE OF SERVICES	BASIS FOR COST ESTIMATE	FEE TO BE PAID	
1 Early C'hood Educator	$5/hr x 3 hrs/wk x 12 mos	$ 780	share
1 Human Relations Consult.	$5/hr x 3 hrs wk x 12 mos	780	
1 Psychologist	$5.80/hr x 3 hrs wk x 11 mos.	835	
1 Admin. Sec'ty	$5/hr x 12 hrs/wk x 12 mos	3,720	
	SUB-TOTAL, OTHER CONTRACT SERVICES	$	
	TOTAL, CONTRACT SERVICES	$ 10,919 L.S.	

3.0 TRAVEL

ITEM	BASIS FOR COST ESTIMATE	COST
Field Trips: $20/trip x 5 trips/yr. x 6 classes		$ 600
C'hood Worker Staff: 4 Staff x $1/wk x 48 wks		192
Staff travel		38
	TOTAL, TRAVEL COSTS	$ 830

4.0 SPACE COSTS AND RENTALS

ITEM	BASIS FOR COST ESTIMATE	COST
Center Building: 5 classrooms, 2 offices, 1 multi-purpose room & 1 health room = $10,680 Fed. Share less 10% IS rebate		$ 9,600
10% Local Share rebate on above/yr.		1,080 L.S.
	TOTAL, SPACE COSTS AND RENTALS	$ 10,680

5.0 CONSUMABLE SUPPLIES

ITEM	BASIS FOR COST ESTIMATE	COST
Classroom Supplies: HS--$15/class/wk x 44 wks; DO--$15/class/wk x 48 wks		$ 4,080
Office Supplies: $75/yr x 4 staff		300
	TOTAL, CONSUMABLE SUPPLIES	$ 4,380

6.0 RENTAL, LEASE, OR PURCHASE OF EQUIPMENT

ITEM	BASIS FOR COST ESTIMATE	COST
Equipment-Simple Building--$150/class x 6 classes		$ 900
Office Equipment		300
	TOTAL, RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	$ 1,200

7.0 OTHER COSTS

ITEM	BASIS FOR COST ESTIMATE	COST
[illegible]	[illegible]	12,[illegible]
[illegible]	[illegible]	720
	TOTAL, OTHER COSTS	$ [illegible]

Roxbury/NECDC (Hilltop), 1969 FY Head Start

OFFICE OF ECONOMIC OPPORTUNITY
COMMUNITY ACTION PROGRAM

CAP 23A - ITEMIZATION OF NON-FEDERAL SHARE

Budget Bureau No. 114-R002
Approval expires 12/31/69

NAME OF APPLICANT AGENCY: NECDC-HILLTOP CENTER

COMPONENT PROJECT NUMBER: 7-92-8

DO NOT FILL IN (For OEO Use)

ITEM NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION IF IN-KIND	NAME OF CONTRIBUTOR AND CONDITIONS ATTACHED TO CONTRIBUTIONS (If any)	VALUE OF CONTRIBUTIONS TO THE NEAREST WHOLE DOLLAR
1	6 Volunteers (DC)	Students	2,210.00
	4 Volunteers (HS)	Parents	5,632.00
2	Consultants		
	(3) Early Childhood Spec.	Consul. from Fayerweather Street School	
	(1) Adminis. Consultant	David Smith	1,120.00
	(1) Legal Counsellor	Archie Williams	3,120.00
	~~(1) Dietetic Consultant~~	~~William Davis~~	~~570.00~~
	(1) Early Childhood Educator	Harriett Jackson	520.00
	(1) Human Relations Consultant	Kiyo Morimoto	730.00
	~~(1) Psychologist~~	~~Dr. Patricia Greenfield~~	~~780.00~~
	(1) Administrative Secretary	Linda Rose Singer	325.00
			3,120.00
3	Space	New England Comm. Develop.	1,080.00
		TOTAL NON-FEDERAL SHARE FOR COMPONENT	$ 26,947.00

Note: All items listed above should be included in the CAP Form 23.

OFFICE OF ECONOMIC OPPORTUNITY

HEAD START PROGRAM DATA

PREVIOUS GRANT NO. OG-0212 C/10

Budget Bureau No. 11-R0201.1
Approval expires December 31, 1969

TYPE OF PROGRAM (Check one)
☐ SUMMER PROGRAM ☐ FULL YEAR PROGRAM

SUBMITTED BY (Check one)
☐ APPLICANT AGENCY ☐ DELEGATE AGENCY

I. APPLICANT AGENCY
NAME: ABCD, Inc.
LOCATION (No. and street, city, county, State and Zip Code): 150 Tremont St., Boston 02111

II. DELEGATE AGENCY
NAME: NECDC (Hilltop)
LOCATION (No. and street, city, State and Zip Code): 344 Blue Hill Ave., Roxbury, Mass.

III.
APPLICANT AGENCY enter combined totals for all delegate agencies (Except for items 1, 2, 7, 8 and 9, when these items are different for the delegate agencies.
DELEGATE AGENCY enter data only for its individual program.

Columns (1) and (4) - to be completed by OEO. Columns (2) and (3) - to be completed by Applicant.	PREVIOUS GRANTS (as approved by OEO) (1)	ACTUAL OPERATING STATISTICS PREVIOUS GRANT (2)	REQUESTED THIS ACTION (3)	APPROVED BY OEO THIS ACTION (4)
1. DATE CLASSES START		9/16/68	6/16/68	
2. DATE CLASSES END		7/31/69	7/31/69	
3. TOTAL NO. OF CHILDREN		90	100	
4. AGE RANGE OF CHILDREN SERVED		3-6	3-6	
5. NO. OF CENTERS		1	1	
6. NO. OF CLASSES		6	6	
7. NO. OF DAYS PER WEEK		5	5	
8. NO. OF SESSIONS PER DAY		1	1	
9. HOURS PER SESSION (Including meals)		4-8	4-8	
10. NO. OF TEACHERS		6	6	
11. NO. OF OTHER PAID PROFESSIONALS		1	3	
12. NO. OF PAID NON-PROFESSIONALS*		14	15	
A. PARENTS*		6	6	
B. OTHER TARGET AREA PERSONNEL*		8	8	
C. NON-TARGET AREA PERSONNEL*		0	0	
13. NO. OF VOLUNTEERS*		7	10	
A. PARENTS*		-	-	
B. TARGET AREA NON-PROFESSIONALS*		-	-	
C. OTHER NON-PROFESSIONALS*		-	-	
D. PROFESSIONALS*		7	10	
14. TOTAL PROGRAM COST	$	$165,739	$169,311	$
15. NON-FEDERAL SHARE	$	$ 27,477	$ 26,317	$
16. OEO FEDERAL SHARE	$	$ 138,312	$ 142,994	$
17. FEDERAL COST PER FULL-TIME EQUIVALENT**	$	$ 123	$ 119	$

*Enter estimated number of persons. Do not count staff.
**Federal share of total program cost divided by number of full-time equivalents

COMPONENT AMENDMENT | CG | Approval expires March 1

NAME OF GRANTEE	COMP. START DATE	PROG. YEAR END	COMPONENT NO.	AMENDMENT NO.
APCD, INC.			7-93-S	

NAME OF ADMINISTERING AGENCY	TITLE OF COMPONENT	(FOR OEO USE ONLY) NO. OF MONTHS
ROXBURY/ROXBURY FEDERATION (ORCHARD PARK)	ROXBURY/ROXBURY FEDERATION(ORCHARD PARK) 1969 FY HEADSTART (FOR GRANTEE USE) 1969 FY HEADSTART	

COST CATEGORY	A. EXPENDED THROUGH MONTH 1968*	B. OEO APPROVED CURRENT BUDGET	C. CHANGES MADE WITHIN FLEXIBILITY (Indicate + or -)	D. REQUESTED CHANGES (Indicate + or -)	E. REQUESTED AMENDED BUDGET (B+C+D=E)	F. APPROVED AMENDED BUDGET
1. PERSONNEL	$ 9 MONTHS	$	$ 95,043.00	$	$	$
VOLUNTEERS L.S.	90,729.00		16,640.00 L.S.			
2. CONSULTANTS AND CONTRACT SERVICES	2,574.00		6,336.00 L.S.			
3. TRAVEL	954.00		1,324.00			
4. SPACE COSTS AND RENTALS	9,599.00		12,000.00 L.S.			
5. CONSUMABLE SUPPLIES	2,790.00		3,420.00			
6. RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	1,500.00					
7. OTHER COSTS	8,547.00		8,893.00			
TOTAL COST OF COMPONENT	$ 116,994.00	$	$ 144,656.00	$	$	$
NON-FEDERAL SHARE	24,174.00		34,976.00			
FEDERAL SHARE	92,820.00		109,680.00			

Changes in amended budget may be made only in accordance with appropriate provisions of the CAP GUIDE - Financial Instructions, as amended.

GRANTEE EXPLANATION OF CHANGES IN BUDGET OR WORK PROGRAM: *(If additional space is required, continue on blank paper.)*

*1968 Budget has not received approval as of this writing.

(PAGE 1 OF ...)

☐ FOR INFORMATION ONLY ☐ FOR ACTION	SUBMITTED BY: (Type name and title)	SIGNATURE	DATE
☐ REVIEWED			

☐ GRANTEE ☐ REGIONAL OFFICE FILE ☐ AUDIT ☐ PROGRAM FILE ☐ REGIONAL OFFICE ☐ OTHER (Specify)

PREVIOUS EDITIONS OBSOLETE.

OEO 30 (Revised)

BUDGET FOR COMPONENT PROJECT

form is to accompany each component project form (CAP 6, CAP 7, or CAP 8) in applying for a grant under Sections 204, 205, or 206 le II-A, Economic Opportunity Act of 1964. Applicants are not required to use this form -- they may substitute a typed budget which ins the same information in the same order as on the form.

F APPLICANT	DO NOT FILL IN: *(For Administrative Use)*
BURY FEDERATION OF NEIGHBORHOOD CENTERS	

ITLE OF PROJECT	COMPONENT PROJECT NO.
HARD PARK DAY CARE CENTER	7-96-8

PERSONNEL

PERSONNEL EMPLOYED BY APPLICANT AGENCY

S	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
	ADMINISTRATIVE OFFICER		100	12	9000.00
	NEIGHBORHOOD WORK SUPERVISOR		100	12	6500.00
	SUPERVISORY TEACHER		100	12	8500.00
	TEACHER		100	12	7000.00
	TEACHER		100	12	6000.00
	TEACHER		100	12	5100.00
	TEACHER		100	12	5000.00
	SECRETARY/BOOKKEEPER		100	12	3120.00

COST OF FRINGE BENEFITS *(Indicate basis for estimate)*

SUB-TOTAL, PERSONNEL EMPLOYED BY APPLICANT AGENCY	$

PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES)

	POSITION OR TITLE		SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
	NEIGHBORHOOD WORKERS	$5200.00		100	12	10,400.00
	COOK			P.T.	12	3,000.00
	CUSTODIAN			P.T.	12	2,600.00
	TEACHER AIDES	4250.00		100	12	8,500.00
	TEACHER AIDES	4000.00		100	12	8,000.00
	TEACHER AIDES	3370.00		100	12	6,740.00

COST OF FRINGE BENEFITS (Indicate basis for estimate)	7%	6,293.00
TOTAL, PERSONNEL EMPLOYED BY OTHER		16,640.00
10 [illegible] x $1.40 = 52 wks.		
SUB-TOTAL, PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES)		
TOTAL, PERSONNEL		$

APPLICATION FOR COMMUNITY ACTION PROGRAM

BUDGET FOR COMPONENT PROJECT *(Continued)*

CONSULTANTS AND CONTRACT SERVICES

CONSULTANT SERVICES

NATURE OF SERVICES	BASIS FOR FEE ESTIMATE	FEE TO BE PAID
HIATRIC CONSULTATION	$16.50 x 32 hrs. mo. x 12 mos.	$ 6,336.00
	SUB-TOTAL CONSULTANT SERVICES	$ 6,336.00 I.S.

OTHER CONTRACT SERVICES

NATURE OF SERVICES	BASIS FOR COST ESTIMATE	FEE TO BE PAID
		$
	SUB-TOTAL, OTHER CONTRACT SERVICES	$
	TOTAL, CONTRACT SERVICES	$

TRAVEL

ITEM	BASIS FOR COST ESTIMATE	COST
) TRIPS	$20/class/mo. = 240 x 4	$ 960.00
PROFESSIONAL	$1.50/wk. x 52 x 2 (PH, Supt Soc Serv. Sup.)	156.00
IBORHOOD WORKER	$2.00 wk. x 52 x 2	208.00
	TOTAL, TRAVEL COSTS	$ 1,324.00

SPACE COSTS AND RENTALS

ITEM	BASIS FOR COST ESTIMATE	COST
SSROOMS $105.00/mo x 12 mo = $5,040.00	1 HEALTH ROOM 1 x $50.00 mo. x 12 = $600.00	
ICES 3 x $60.00 x 12 = $2,880.00	1 KITCHEN CAFETERIA 1 x $105.00 x 12 = $1,260.00	
EAL ROOM 1 x $80.00 mo. x 12 = $960.00	1 MULTI-PURPOSE 1 x $105 x 12 = $1,260.00	
	TOTAL, SPACE COSTS AND RENTALS	$ 12,000.00 I.S.

CONSUMABLE SUPPLIES

ITEM	BASIS FOR COST ESTIMATE	COST
TIONAL SUPPLIES	$1.00/wk./child= 60 x 52	$ 3,120.00
E SUPPLIES	$25.00/mo./office	300.00
	TOTAL, CONSUMABLE SUPPLIES	$ 3,420.00

RENTAL, LEASE, OR PURCHASE OF EQUIPMENT

ITEM	BASIS FOR COST ESTIMATE	COST
		$
	TOTAL, RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	$

OTHER COSTS

ITEM	BASIS FOR COST ESTIMATE	COST
	$67.00 [illegible]	$ 240.00
	[illegible]	
	[illegible]	$
	GRAND TOTAL, COST OF COMPONENT PROJECT	$

OFFICE OF ECONOMIC OPPORTUNITY
COMMUNITY ACTION PROGRAM

CAP 2A - ITEMIZATION OF NON-FEDERAL SHARE

Budget Bureau No. 114-R032
Approval expires 12/31/67

NAME OF APPLICANT AGENCY	COMPONENT PROJECT NUMBER	DO NOT FILL IN (For OEO Use)

ITEM NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION IF IN-KIND	NAME OF CONTRIBUTOR AND CONDITIONS ATTACHED TO CONTRIBUTIONS (if any)	VALUE OF CONTRIBUTIONS TO THE NEAREST WHOLE DOLLAR
(1)	10 @ 20 hrs./week x $1.60 hour 52 wks.	Rox. Fed. of Neighborhood Centers	$ 16,640.00
(2)	Psychiatric Consultant		
	$16.50 x 32 hours month x 12 months	Dr. Anna Wolfe/B.U. Mental Health Project	6,336.00
(3)	Space & Utilities	Boston Housing Authority	12,000.00
	4 classrooms $105 mo/12x4 = $5,040.00		
	3 Offices 3 x $80 mo x 12 = 2,880.00		
	1 Parent Rm. 1x$80 mo x 12 = 960.00		
	1 Health Rm. 1x$50 mo x 12 = 600.00		
	1 Kitchen-Cafeteria 1x$105 mo x 12 = $1,260.00		
	1 Multi-Purpose Room 1 x $105 x 12 = $1,260.00		
	TOTAL NON-FEDERAL SHARE FOR COMPONENT		$ 34,976.00

Note: All items listed above should be included in the CAP Form 23.

Project Head Start
Public Facilities Department, City Hall Annex
43 Hawkins Street
Boston, Massachusetts 02114

Gentlemen:

Dr. Anna Wolfe agrees to volunteer the following professional services to the Orchard Park Day Care Center Head Start Child Development Program which is located at 903 Albany Street, Roxbury, Mass.

The services to be provided as valued as follows:

32 hours per week X $16.50 per hour X 12 months = $6336.00

_____ days per month X $_____ per day X _____ months = $_____

Total value of donated services $_____

Type and description of services: Consulting services with staff, observations of classroom activities and individual children.

This above will be provided for the operation of the 1969 Head Start Program from the date of signing this letter of agreement to August 31, 1969 for the period of June 1, 1969 to August 31, 1969.

Very truly yours,

[signature]

[signature]

Project Head Start application
hosted for Parent Community Projects, Inc
10 Treadwell Street
Boston, Massachusetts 02

Gentlemen:

Roxbury Federation of Neighborhood Centers agrees to volunteer the following professional services to the Orchard Park Day Care Center Head Start Child Development Center which is located at 908 Albany Street, Roxbury, Mass.

The services to be provided is valued as follows:

200 hours per week x $1.60 per hour x 52 weeks = $16,640.00

____ days per month x $_____ per day x ____ months = $_____

Total value of donated services $_____

Type and description of services Volunteer hours spent in Center.

The above will be provided for the operation of the 1969 Parent Child Head Start Service Program to be funded by the Office of Economic Opportunity for the period of January 1, 1969 through December 31, 1969.

Very truly yours,

Executive Director

Date: September 30, 1969

Project Head Start Center
Codon Pen Center Corporation
30 Trumpet Street
Boston, Massachusetts 02125

Gentlemen:

Boston Housing Authority (Facility Name) agrees

to provide Space (Services, Space, Equipment)

at the Orchard Park Day Care Child Development

Center located at 903 Albany Street, Roxbury, Mass.

The above items to be provided are valued by the Office of Economic Opportunity as follows:

4	Classroom(s) @ $105.00 per month each x 12 months	= $ 5,040.00
3	Office(s) @ $80.00 per month each x 12 months	= $ 2,880.00
1	Parent's room(s) @ $80.00 per month each x 12 months	= $ 960.00
1	Health room(s) @ $50.00 per month each x 12 months	= $ 600.00
1	Kitchen cafeteria @ $105 per month x 12 months	= $ 1,260.00
1	Multi-purpose room @ $105 per month x 12 months	= $ 1,260.00

Equipment (list attached), the value of which is = $

Total = $ 12,000.00

This grant will be prohibited for the entire term of the 1969 Head Start - Summer Program to be administered by the Office of Economic Opportunity for the period of January 1, 1969 through December 31, 1969

Very truly yours,

Manager - Orchard Park Housing Project

OFFICE OF ECONOMIC OPPORTUNITY

HEAD START PROGRAM DATA

PREVIOUS GRANT NO. CG-0212 C/10

Budget Bureau No. 119-R0224.1
Approval expires December 31, 1969

TYPE OF PROGRAM (Check one):
☐ SUMMER PROGRAM ☐ FULL YEAR PROGRAM

SUBMITTED BY (Check one):
☐ APPLICANT AGENCY ☒ DELEGATE AGENCY

I. APPLICANT AGENCY

NAME: A.B.C.D. Inc.

LOCATION (No. and street, city, state and Zip Code): 150 Tremont St. Boston, Mass.

II. DELEGATE AGENCY (Orchard Park)

NAME: Roxbury Federation of Neighborhood Centers

LOCATION (No. and street, city, state and Zip Code): 14 John Elliot Sq. Roxbury, Mass. 02119

III.

APPLICANT AGENCY enters data for all items for all delegate agencies *(Except for Items 1, 2, 7, 8 and 9, when these items are different for the delegate agencies.)*

DELEGATE AGENCY enters data only for its individual program.

Columns (1) and (4) - to be completed by OEO. *Columns (2) and (3) - to be completed by Applicant.*	PREVIOUS GRANTS *(as approved by OEO)* (1)	ACTUAL OPERATING STATISTICS PREVIOUS GRANT (2)	REQUESTED THIS ACTION (3)	APPROVED BY OEO THIS ACTION (4)
1. DATE CLASSES START		1/2/68	1/12/69	
2. DATE CLASSES END		12/31/68	12/31/69	
3. TOTAL NO. OF CHILDREN		60	60	
4. AGE RANGE OF CHILDREN SERVED		3 - 6	3 - 6	
5. NO. OF CENTERS		1	1	
6. NO. OF CLASSES		4	4	
7. NO. OF DAYS PER WEEK		5	5	
8. NO. OF SESSIONS PER DAY		4	4	
9. HOURS PER SESSION *(Including meals)*		4 & 6	4 & 6	
10. NO. OF TEACHERS		4	4	
11. NO. OF OTHER PAID PROFESSIONALS		7	7	
12. NO. OF PAID NON-PROFESSIONALS *		11	11	
A. PARENTS *		3	3	
B. OTHER TARGET AREA PERSONNEL *		8	8	
C. NON-TARGET AREA PERSONNEL *		0	0	
13. NO. OF VOLUNTEERS *		10	35	
A. PARENTS *		2	10	
B. TARGET AREA NON-PROFESSIONALS *		3	10	
C. OTHER NON-PROFESSIONALS *		7	22	
D. PROFESSIONALS *		2	3	
14. TOTAL PROGRAM COST	$	$ 158,336	$ 144,656	$
15. NON-FEDERAL SHARE	$	$ 35,236	$ 34,976	$
16. OEO FEDERAL SHARE	$	$ 123,500	$ 109,680	$
17. FEDERAL COST PER CHILD PER DAY **	$	$ 15.5	$ 15.2	$

* Enter estimated number of volunteers in Columns (2) and (3).

** Federal cost per child per day = Federal share ÷ number of children ÷ number of days of attendance.

OFFICE OF ECONOMIC OPPORTUNITY
COMMUNITY ACTION PROGRAM

COMPONENT BUDGET

(FOR OEO USE)
APPLIC. NO. | MONTHS APPR.

Budget Bureau No. 116-R014.3
Approval expires June 30, 196

NAME OF GRANTEE: ABCD, Inc.

Program year ends | GRANT NO.: CG- | PROGRAM YEAR/ACT. N

NAME OF ADMINISTERING AGENCY: Roxbury/St. James (Chil. Mission), Roxbury/St. James (Chil. Mission). 1969 | TITLE OF COMPONENT: 1969 FY Head Start | COMP. NO.: 7-98-3

COST CATEGORY	(FOR APPLICANT USE) A. PREVIOUSLY APPROVED PROGRAM YEAR 1968	B. EXPENDED THROUGH MONTH 9 YR. 68	C. REQUEST THIS ACTION	FY H.S. (FOR OEO USE) D. APPROVED BY OEO THIS ACTION	E. TOTAL APPROVED BY OEO
1. PERSONNEL	$ 103,310.	$ 78,918.	$ 103,310.	$	$
2. CONSULTANTS AND CONTRACT SERVICES	9,602.	7,200.	9,602.		
3. TRAVEL	2,138.	1,452.	2,138.		
4. SPACE COSTS AND RENTALS	5,920.	4,437.	5,920.		
5. CONSUMABLE SUPPLIES	1,507.	1,209.	1,507.		
6. RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	2,027.	1,321.	2,027.		
7. OTHER COSTS	7,240.	5,284.	7,240.		
TOTAL COST OF COMPONENT	$ 131,744.	$ 99,821.	$ 131,744	$	$
NON-FEDERAL SHARE	36,772.	28,794.	36,772.		
FEDERAL SHARE	94,972.	71,027.	94,972.		

Changes in this approved budget may be made only in accordance with the appropriate provisions of the CAP GUIDE - (Financial Instructions).

EXPLANATION OF OEO CHANGES IN BUDGET OR WORK PROGRAM, AND SPECIAL CONDITIONS:

Office of Economic Opportunity
TION FOR COMMUNITY ACTION PROGRAM

FORM APPROVED.
BUDGET BUREAU NO. 119-R319

BUDGET FOR COMPONENT PROJECT

This form is to accompany of Title II-A, Economic *contains the same inform*

component project form (CAP 6, CAP 7, or CAP 8) in applying for a grant under Sections 204, 205, or 207 nity Act of 1964. Applicants are not required to use this form -- they may substitute a typed budget which the same order as on the form.

NAME OF APPLICANT

ABCD, Inc.

DO NOT FILL IN: *(For Administrative Use)*

BRIEF TITLE OF PROJECT

Roxbury/St. Ja (Chil. Mission), 1969 FY Head Start

COMPONENT PROJECT NO.

14 7-98-8

2-1.0

PERSONNEL

2-1.1

PERSONNEL EMPLOYED BY APPLICANT AGENCY

NUMBER OF PERSONS		POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
1	Administr	officer	750.00	100%	12	9,000.
1	Supervis	Teacher	700.00	100%	12	8,400.
1	Neighbor	Work Supervisor	571.00	100%	12	6,852
1	Teacher	,400.	700.00	100%	10	7,000.
1	Teacher	030.	669.20	100%	10	6,692.
1	Teacher	,200.	600.00	100%	10	6,000.
1	Teacher	,000.	500.00	100%	10	5,000.
1	Secretar	kkeeper	398.67	100%	12	4,784.
2	Neighbor	Workers @ $5,200.	433.33	100%	11.6	10,038.
1	Custodia	rt-time)	178.33	P.T.	12	2,140.
2	Teacher	ees @ $4,902./yr.	408.50	100%	10	8,170.
2	Teacher	ees @ $4,644./yr.	387.00	100%	10	7,740.

BUDGET FOR COMPONENT PROJECT (Continued)

CONSULTANTS AND CONTRACT SERVICES

CONSULTANT SERVICES

NATURE OF SERVICES	BASIS FOR FEE ESTIMATE	FEE TO BE PAID
...ecker	10 hrs./wk. x $2.35/hr. x 48 wks.	$ 1,000*
...l Workers	6 hrs./wk./ x $3.95/hr x 50 wks.	1,185*
...cians	13½ hrs. x $16.50/hr.	2,211*
...tional Consult.	2 hrs./mo. x $7/hr. x 7 mos.	98*
	SUB-TOTAL CONSULTANT SERVICES	$

OTHER CONTRACT SERVICES

NATURE OF SERVICES	BASIS FOR COST ESTIMATE	FEE TO BE PAID
...ologist	10 hrs./wk/ x $5.00 hr. x 40 wks.	$ 2,320*
...ior	3 hrs./mo/ x $7.50 hr. x 12 mos.	270*
...istrators	3 hrs./wk. x $7.50 hr. x 49 wks.	1,100*
...pist	5 hrs./wk. x $4.05 hr. x 40 wks.	810*
	SUB-TOTAL, OTHER CONTRACT SERVICES	$ 9,602*
	TOTAL, CONTRACT SERVICES	$

TRAVEL

ITEM	BASIS FOR COST ESTIMATE	COST
...l Trips	$4[illegible]./class/mo. x 4 classes x 10 mos.	$ 1,592
...ssional Staff	$2.50/wk/ x 52 wks. x 1	130
...borhood Worker	$4.00/wk. x 52 wks. x 2	416
	TOTAL, TRAVEL COSTS	$ 2,138

SPACE COSTS AND RENTALS

ITEM	BASIS FOR COST ESTIMATE	COST
...room	$105/mo. x 2 rooms x 12 (minus custodian)	$ 1,480*
...ices, Kitchen	rent-room $80/mo. x 4 rooms x 12	3,840*
...lth room	$50/mo. x 12 mos.	600*
	TOTAL, SPACE COSTS ... RENTALS	$ 5,920*

CONSUMABLE SUPPLIES

ITEM	BASIS FOR COST ESTIMATE	COST
...tional Supp...	$.47/wk./child x 60 children x 43	$ 1,207
...a Supplies	$25./mo. x 12 mos.	300
	TOTAL, CONSUMABLE SUPPLIES	$ 1,507

RENTAL, LEASE, OR PURCHASE OF EQUIPMENT

ITEM	BASIS FOR COST ESTIMATE	COST
...tional Equip...	$26/class x 4	$ 112
...e Equipment		99
...room Equipment		1,816*
	TOTAL, RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	$ 2,027

OTHER COSTS

ITEM	BASIS FOR COST ESTIMATE	COST
	$.60/ch./day x 80 children x 165 days	$ 1,200
...ssion	.025/el...on/yr. x [illegible]	4,[illegible]
	Regular Rates	1,[illegible]
		200*
	TOTAL, OTHER COSTS	100
		7,2[illegible]
	GRAND TOTAL, COST OF COMPONENT PROJECT	131,7[illegible]

OFFICE OF ECONOMIC OPPORTUNITY
COMMUNITY ACTION PROGRAM

CAP 2A - ITEMIZATION OF NON-FEDERAL SHARE

Budget Bureau No. 114-R032
Approval Expires 12/31/68

NAME OF APPLICANT AGENCY	COMPONENT PROJECT NUMBER	DO NOT FILL IN! (For OEO Use)

ITEM NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION IF IN-KIND	NAME OF CONTRIBUTOR AND CONDITIONS ATTACHED TO CONTRIBUTIONS (If any)	VALUE OF CONTRIBUTIONS TO THE NEAREST WHOLE DOLLAR
20	Volunteer Tutors-1920 hrs. x $2.25/hr.	St. James Educational Center	$ 2,880.
25	Volunteers-40 hrs./wk. x $1.60/hr.	" " " "	11,614.
1	Bookkeeper -10 hrs./wk. x $3.35 x 48 wks.	Parents & Children's Services of Children's Mission	1,608.
2	Social Workers-6hrs./wk.x $3.95 x 50 wks.	" " "	1,185.
3	Physicians-13½ hrs. x $16.50 hr.	" " "	2,211.
1	Educational Consultant-2 hrs/mo.x$7/hr x 7 mos.	" " "	98.
5	Psychologist-10 hr/wk x $5.80 hr/ x 40 wk.	" " "	2,320.
1	Auditor-3 hrs/mo.x $7.50/hr x 12 mos.	" " "	270.
2	Administrators-3 hrs/wk x $7.50/hr. x 50wk.	" " "	1,100.
3	Therapists-5hrs/wk x $4.05/hr x 40 wks.	" " "	810.
	Food for children's lunch and snack	" " "	4,740.
2	Classrooms-$105./mo x 2 rms x 12mos (minus custodian - $1,040.)	St. Cyprian's Epis.Church	1,480.
2	Offices -$80/mo x 12 mos.	" " " "	1,920.
1	Parent Room- $80/mo. x 12 moc.	" " " "	960.
1	Kitchen - $80/mo. x 12 mos.	" " " "	960.
1	Health Room - $50./mo x 12 mos.	" " " "	600.
	Classroom Equipment	" " " "	1,836.
	Museum Admissions	Children's Mission	1,200.
	TOTAL NON-FEDERAL SHARE FOR COMPONENT		$ 36,772.

Note: All items listed above should be included in the CAP Form 23.

10/1/68

ec. Head Start - Boston
OK for Boston Community Development, Inc.
7 ont Street
6 Massachusetts 02100

Re on:

e persons listed below agree to volunteer the following professional services
he b. James Pre-Kindergarten Head Start Child Development Center which is located
07 Tremont Street, Roxbury (office at 11 Akron Street, Roxbury).

Ro ff

Ms. Esther Factoroff: 10 hours per week x $3.35 per hour x 48 weeks $1,608
ll provide regular bookkeeping services and prepare monthly reports.

al workers

s. Elizabeth Hastie, MSW: 4 hours per week x $3.95 per hour x 50 weeks 790
. Richard Segal, MSW: 2 hours per week x $3.95 per hour x 50 weeks 395
other social case workers from Parents and Children's Services of C.M.
Total 1185

ll provide social work services and consultation to parents
l staff, at regular weekly meetings and by appointment.

ci ts

ana Frank, MD, psychiatrist: 2 hours per week x $16.50 per hour x 48 wks 1584
ry Goldenbaum, MD, " " " month " " " 10 months 330
lolf Toch, MD, pediatrician: " " " " " " 9 " 297
Total 2211

ll provide psychiatric and pediatric consultation to
ff and parents advisory committee at regularly scheduled meetings and by
ointment.

ol gists

Blodwell, Ph.D.: 2 hours per week x $5.50 per hour x 10 weeks 110
Durkin, Ph.D.: " " " " " " " " " 110
ry Epluron, MD: " " " " " " " " " 110
s Levine, MS: " " " " " " " " " 110
Miss Oram, Ph.D.: " " " " " " " " " 110
Total 550

ll provide psychological guidance, counseling and testing, for Headstart
ldren and siblings at regular weekly sessions and by appointment.

...rthur Anderson and Co., Auditors: 3 hours per month x $7.50 per no x 12 mos 270

...rs. Anne Cochinto, MSSW, Executive: 2 hours per week x $7.50 per week x 50 wks

...r. Michael Turner, MSSW, Director of Casework: 1 hr per wk x $7.50/wk, 52 wks

Total

...will provide administrative consultation to administrator, social service supervisor, educational director, parents advisory committee, and bookkeeper, and will audit all financial records, at regular monthly and ad hoc appointments.

...ists

...ss Betty Commerford, MS: 2 hours per week x $4.05 per hour x 40 weeks 324

...ss. Evelyn Floyd: " " " " " " " " " 324

...rs. Victoria Roenele, MS: 1 " " " " " " " " " 162

Total

...will provide therapeutic guidance and counseling in an educational setting for staff volunteers working with Headstart children and siblings, at regular weekly group meetings.

...ional Consultant

...rs. Frances Perkins, M.Ed.: 2 hours per month x $7.00 per hour x 7 months 98

...will provide educational consultation to administrator, educational director, and parents advisory committee, at regular monthly meetings.

...College upperclassmen and graduates: 20 x 2 hrs per wk x $2.25 perhhy, 32 weeks 2880

...will provide individual educational guidance to Headstart children, siblings, and other volunteer staff, at regular weekly sessions.

Total value of donated services

...he above will be provided for the operation of the 1967 Full Year Head Start Project ...tart - Boston Program to be funded by the Office of Economic Opportunity ...e period of January 1, 1967 through December 31, 1967.

Very truly yours,

Anne W. Cochinto

(Mrs.) Anne Cochinto
Executive Director,
Children's Mission To Children

October 1, 1968
(Date)

ject Head Start--Boston
ion for Boston Community Development, Inc.
Tremont Street
ton, Massachusetts 02108

Gentlemen:

ST. CYPRIAN'S EPISCOPAL CHURCH IN ROXBURY agrees
(Agency Name)

provide SERVICE, SPACE & EQUIPMENT
(Service, Space, Equipment)

the ST. JAMES PRE-KINDERGARTEN Child Development

ter located at 1073 TREMONT STREET- ROXBURY, MASS.

The above items to be provided are valued by the Office of Economic Opportunity, as follows:

2	Classroom(s) @ $105.00 per month ea. x 12 months	= $2,520
1	Office(s) @ $80.00 per month ea. x 12 months	= $ 960
2	{KITCHEN AND Parent's room(s)} @ $80.00 per month ea. x 12 months	= $1,920
1	Health room(s) @ $50.00 per month ea. x 12 months	= $ 600
35	Volunteers @ {$2.25 / $1.60} per hour x {43 / 42} hours per week	= $11,494
2	Consultants @ $ [illegible] per hour x 50 hours per week	= $ 9,602
	Equipment (list attached), par value of which is	= $ 1,816
	Total.....	$32,872

To be provided by St. James Educational Center and Parents and Children Service of Children's Mission.
The above will be provided for the operation of the 1969 Full Year Project

Head Start--Boston Program to be funded by the Office of Economic Opportunity for period of January 1, 1969 through December 31, 1969.

Very truly yours,

(Signature)

RECTOR of ST. CYPRIAN'S
(Title)

OFFICE OF ECONOMIC OPPORTUNITY

HEAD START PROGRAM DATA

PREVIOUS GRANT NO. CG-0212 C/10

Budget Bureau No. 116-R0332.1 Approval expires December 31, 1968

TYPE OF PROGRAM (Check one): ☐ SUMMER PROGRAM ☐ FULL YEAR PROGRAM

SUBMITTED BY (Check one): ☐ APPLICANT AGENCY ☒ DELEGATE AGENCY

I. APPLICANT AGENCY

NAME: ABCD, Inc.

LOCATION (No. and street, city, state and Zip Code): 150 Tremont St., Boston

II. DELEGATE AGENCY

NAME: St. James Parents & Children's Services of Children's Miss

LOCATION (No. and street, city, state and Zip Code): 329 Longwood Aven, Bonton, Mass, 02119 — 11 Akron Street Roxbury, Mass. 0211

III. APPLICANT AGENCY enters "same" for all delegate agencies (except for items 1, 2, 7, 8 and 9, when these items are different for the delegate agency).

DELEGATE AGENCY enters data only for the individual program.

Columns (1) and (4) - to be completed by OEO. Columns (2) and (3) - to be completed by Applicant.	PREVIOUS GRANTS (as approved by OEO) (1)	ACTUAL OPERATING STATISTICS PREVIOUS GRANT (2)	REQUESTED THIS ACTION (3)	APPROVED BY OEO THIS ACTION (4)
1. DATE CLASSES START		1/2/68	1/2/69	
2. DATE CLASSES END		12/20/68	12/20/69	
3. TOTAL NO. OF CHILDREN		66	66	
4. AGE RANGE OF CHILDREN SERVED		2½ to 6	2½ to 6	
5. NO. OF CENTERS		1	1	
6. NO. OF CLASSES		4	4	
7. NO. OF DAYS PER WEEK		5	5	
8. NO. OF SESSIONS PER DAY		2	2	
9. HOURS PER SESSION (Including meals)		3-4	3-4	
10. NO. OF TEACHERS		4	4	
11. NO. OF OTHER PAID PROFESSIONALS		3	3	
12. NO. OF PAID NON-PROFESSIONALS*		14	14	
A. PARENTS*		12 pts.	12 pts.	
B. OTHER TARGET AREA PERSONNEL*		2	2	
C. NON-TARGET AREA PERSONNEL*		0	0	
13. NO. OF VOLUNTEERS*		127	127	
A. PARENTS*		20	20	
B. TARGET AREA NON-PROFESSIONALS*		15	15	
C. OTHER NON-PROFESSIONALS*		80	80	
D. PROFESSIONALS*		12	12	
14. TOTAL PROGRAM COST	$	$ 9 mos. 99,821	$ 131,744	$
15. NON-FEDERAL SHARE	$	$ 28,794	$ 36,772	$
16. OEO FEDERAL SHARE	$	$ 71,027	$ 94,972	$
17. FEDERAL COST PER CHILD PER MONTH**	$	$ 119	$ 120	$

* Enter estimated # of number in Columns (2) and (3)

** Federal cost ÷ No. children ÷ No. months of actual classes

U.S. GOVERNMENT PRINTING OFFICE

COMMUNITY ACTION PROGRAM SUMMARY

The attached is the funding year 1969 work program and operating budget for the Community Development Program - Neighborhood Centers and Administration Component of the Roxbury-North Dorchester ABCD, Inc.

This request do to embrace the following programmatic and administrative functions.

A. Planning and Research
B. Economic Development
C. Housing
D. Education
E. Employment
F. Social Action
G. Administration

In addition this grant will be used to administer two Neighborhood Employment Centers & Four Manpower Centers funded under seperate grants. This budget request of $100,333.50 will be used to administer three Neighborhood Service Centers, two Neighborhood Information Centers and one Multi Purpose Neighborhood Center-Executive Offices.

All Roxbury-North Dorchester ABCD Centers are located strategically throughout the Roxbury-North Dorchester community at the following locations:

1. Multi Purpose Neighborhood Center-Executive Offices
   2219 Washington Street, Roxbury 02119

2. Whittier Street Neighborhood Development Center
   25 Whittier Street, Roxbury 02120

3. Blue Hill Ave. Neighborhood Employment & Development Center
   345 Blue Hill Avenue, Roxbury 02121

4. Dudley Street Neighborhood Employment Center
   2401 Washington Street, Roxbury 02119

5. Orchard Park Neighborhood Development Center
   2 Albano Street, Roxbury 02119

6. Southeast Neighborhood Center
   47 Southeast Street, Roxbury 02119

7. Pilgrim Congregational Neighborhood Center
   570 Columbia Road, Dorchester 02125

8. Sub Area One Neighborhood Information Center
   14 John Eliot Square, Roxbury 02119

9. Sub Area Three Neighborhood Information Center
   27 Dunmore Street, Roxbury 02119

Office of Economic Opportunity
APPLICATION FOR COMMUNITY ACTION PROGRAM

FORM APPROVED.
BUDGET BUREAU NO. 116-R019

CAP 7. COMPONENT PROJECT: CONDUCT AND ADMINISTRATION

This form is to be used to apply for a conduct and administration grant under Section 205 of Title II-A Economic Opportunity Act of 1964.

OF APPLICANT AGENCY	COMPONENT PROJECT NO.	DO NOT FILL IN *(For Administrative Use)*
ACTION FOR BOSTON COMMUNITY DEVELOPMENT, INC.	7.	

BRIEF DESCRIPTIVE TITLE OF PROJECT
Community action program within Roxbury target area

SUMMARY OF PROJECT *Describe the component project, using only the space below:*
Administrative component
Planning, Research & Data
Community Organization
Community & Economic Development
Education (planning, research, organization)

WORK PROGRAM *Attach a description of the work program for this component project, following the requirements for such a work program contained in the CAP GUIDE.*

AREA AND GROUP TO BE SERVED

LOCATION AND TYPE *Describe the location within the community of the people to be served directly by this component project and the type of population to be served (pre-school, aged, families with children, etc.)*

POPULATION TO BE SERVED *How many people will be served directly by this component project?*	*How many of these are poor?*

DELEGATION OF ACTIVITIES TO OTHER AGENCIES

The following information is to be provided if any part of this component project is to be carried out by an agency or organization other than the applicant.

NAME AND ADDRESS OF DELEGATE AGENCY
Roxbury-North Dorchester Area Planning Action Council Inc.
2249 Washington Street
Roxbury, Massachusetts

OF AGENCY *Is the delegate agency a (check one):*
☐ PUBLIC AGENCY ☒ PRIVATE NONPROFIT ORGANIZATION ☐ INSTITUTION OF HIGHER EDUCATION
☐ OTHER *(Specify)*

SCOPE OF DELEGATION *Attach a statement describing:*
a. *The degree of responsibility that the delegate agency will have in carrying out the component project.*
b. *The qualifications of the delegate agency to undertake and complete the component project.*
c. *The way in which the applicant agency will supervise and/or coordinate the activities of the delegate agency.*

ASSURANCE OF COMPLIANCE ON CIVIL RIGHTS *Attach a fully executed copy of the Civil Rights Assurance Form for each delegate agency.*

PREVIOUS APPLICATION

Has this component project, in substantially its present form, ever been the subject of a previous application for Federal financial assistance?
☐ YES ☐ NO *If "Yes", attach an explanatory statement.*

BUDGET

COST CATEGORY	ESTIMATED COST
1. PERSONNEL	$ 183,548.
2. CONSULTANTS AND CONTRACT SERVICES	9,312.
3. TRAVEL	6,136.
4. SPACE COSTS AND RENTALS	17,750.
5. CONSUMABLE SUPPLIES	5,625.
6. RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	3,615.
7. OTHER COSTS	7,850.
TOTAL ESTIMATED COST OF PROJECT	$ 233,836.
NON-FEDERAL CONTRIBUTION	53,582.
FEDERAL GRANT REQUESTED UNDER TITLE II-A	$ 180,254.

7.4.1 BUDGET DETAIL *Attach a statement giving the basis for estimating the cost of this component project, in accordanc with the instructions set forth in the CA GUIDE. Where convenient, the cost est mates should be shown on CAP Form 2 (Budget for Component Project).*

7.4.2 PERIOD OF GRANT *How long will th component project be financed by the grant requested in this application?*

NUMBER OF MONTHS

GSA DC 65-1155

Office of Economic Opportunity
APPLICATION FOR COMMUNITY ACTION PROGRAM

FORM APPROVED.
BUDGET BUREAU NO. 11

BUDGET FOR COMPONENT PROJECT

This form is to accompany each component project form (CAP 6, CAP 7, or CAP 8) in applying for a grant under Sections 204, 205, of Title II-A, Economic Opportunity Act of 1964. Applicants are not required to use this form -- they may substitute a typed budget contains the same information in the same order as on the form.

NAME OF APPLICANT

Action For Boston Community Development, Inc.

DO NOT FILL IN: *(For Administrative Use)*

BRIEF TITLE OF PROJECT

Roxbury-North Dorchester Area Planning Action Council, Inc. Administration, Multi Purpose Neigh. Ctr. (3) Neigh. Ser. Ctrs. (2) Neigh. Info. Ctrs. (2) Neigh. Employment Ctrs. (3) Headstart Centers

COMPONENT PROJECT NO

B-1.0 PERSONNEL

B-1.1 PERSONNEL EMPLOYED BY APPLICANT AGENCY

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
	NOT APPLICABLE				

COST OF FRINGE BENEFITS *(Indicate basis for estimate)*

SUB-TOTAL, PERSONNEL EMPLOYED BY APPLICANT AGENCY $

B-1.2 PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES)

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	CO
	SEE ATTACHED LIST				$128,3

COST OF FRINGE BENEFITS *(Indicate basis for estimate)* $19,2

FICA	4.4%	Non Federal Contribution	36,0
Retirement	5.3%		
Insurance, Life, Health, etc.	5.3%		

SUB-TOTAL, PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES) $

TOTAL, PERSONNEL $ 83,

ROXBURY-NORTH DORCHESTER AREA PLANNING ACTION COUNCIL, INC.

January 1, 1969 - December 31, 1969

POSITION	ANNUAL SALARY	MONTHLY SALARY	% OF TIME	MONTHS TO BE EMPLOYED	COST
Executive Director	$14,000	$1,166.67	100	12	$14,000
Planning & Research Director	10,845	903.75	100	12	10,845
Community Organizer/ Center Supervisor	10,243	853.58	100	12	10,243
Community & Economic evelopment Coordinator	8,435	702.91	100	12	8,435
Community Organizers/ Center Supervisors	6,750	562.50	100	12	13,500
Education Director	8,000	666.66	100	12	8,000
Neighborhood Workers	5,200	433.33	100	12	31,200
Executive Secretary	6,000	500.00	100	12	6,000
Steno-typist	5,000	416.66	100	12	5,000
Switchboard Operator	5,000	416.66	100	12	5,000
Statistical Clerk	5,200	433.33	100	12	5,200
Maintenance Foreman	6,200	516.66	100	12	6,200
Custodian Helpers-$2 er hr. x 15 hrs. per/wk 52 weeks *	1,560	130.00	30	12	4,680
					$128,303
Fringe Benefits @ 15% (OEO Paid Personnel Only)					19,245
				Sub Total Personnel	$147,548
12 Program Assistants **	3,000	250.00	75	12	36,000 LS
				TOTAL PERSONNEL COSTS	$183,548

LS - (Local Share) Non Federal Contribution

NOTE: ALL PERSONNEL to spend 100% of time on project with the exception of asterized positions.

* 3 Custodians Helpers - 30%

** 12 Program Assistants - 75%

APPLICATION FOR COMMUNITY ACTION PROGRAM

BUDGET FOR COMPONENT PROJECT *(Continued)*

CONSULTANTS AND CONTRACT SERVICES

CONSULTANT SERVICES

NATURE OF SERVICES	BASIS FOR FEE ESTIMATE	FEE TO BE PAID
	SEE ATTACHED	$
	SUB-TOTAL CONSULTANT SERVICES	$ 8,832.00 LS

OTHER CONTRACT SERVICES

NATURE OF SERVICES	BASIS FOR COST ESTIMATE	FEE TO BE PAID
	SEE ATTACHED	$
	SUB-TOTAL, OTHER CONTRACT SERVICES	$ 480
	TOTAL, CONTRACT SERVICES	$ 9,312.00

TRAVEL

ITEM	BASIS FOR COST ESTIMATE	COST
	SEE ATTACHED	$
	TOTAL, TRAVEL COSTS	$ 6,136.00

SPACE COSTS AND RENTALS

ITEM	BASIS FOR COST ESTIMATE	COST
	SEE ATTACHED	$
	TOTAL, SPACE COSTS AND RENTALS	$ 17,750.00

CONSUMABLE SUPPLIES

ITEM	BASIS FOR COST ESTIMATE	COST
	SEE ATTACHED	$
	TOTAL, CONSUMABLE SUPPLIES	$ 5,625.00

RENTAL, LEASE, OR PURCHASE OF EQUIPMENT

ITEM	BASIS FOR COST ESTIMATE	COST
	SEE ATTACHED	$
	TOTAL, RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	$ 3,624.50

OTHER COSTS

ITEM	BASIS FOR COST ESTIMATE	COST
	SEE ATTACHED	$
	TOTAL, OTHER COSTS	$ 7,850.00
	GRAND TOTAL, COST OF COMPONENT PROJECT	$ 180,253.50

GSA DC 6 - 11039

CONSULTANT SERVICES

Legal @ $14.00 per/hr. x 24 hrs, per/month x 12 months	$4,032.00 LS
Intergoverament Relations @ $8.00 per/hr. x 50 hrs. per/mo. x 12 months	$4,800.00 LS
Sub Total Consultant Services	$8,832.00 LS

OTHER CONTRACT SERVICES

Window cleaning @ $15.00 per/mo x 12 mos.	180.00
Trash & Rubbish disposal @ $25.00 per/mo x 12 months	300.00
Sub Total Other Contract Services	$480.00
TOTAL CONTRACT SERVICES	$9,312.00

TRAVEL

Public Transportation - 12 volunteer and non professional staff @ 30¢ per/day x 5 days x 52 weeks	$ 936.00
20 staff @ 10¢ per/mile x 50 miles per/week x 52 weeks	5,200.00
TOTAL TRAVEL	$6,136.00

SPACE

1 Multi Purpose Neighborhood Center & Executive Offices - 2500 sq. ft(utilities) @ $3.60 per sq. ft.	$9,000.00
1 Neighborhood Service Center w/storage (utilitios) 3,500 sq ft @ $2.50 per sq ft.	8,750.00 LS
TOTAL SPACE	$17,750.00

LS (Local Share) Non Federal Contribution

CONSUMABLE SUPPLIES

Office Supplies @ $75.00 per/person per year- 1 year x 15 Staff and 12 Volunteers	$ 2,025.00
Postage (for 7 Centers) @ $300.00 per/mo. x 12 months	$ 3,600.00
TOTAL CONSUMABLE SUPPLIES	$ 5,625.00

LEASE, RENTAL & PURCHASE OF EQUIPMENT

2 Electric Typewriters @ $31.00 per/month	$ 744.00
4 Electric Typewriters @ $ 9.00 per/month	432.00
6 Manual Typewriters @ $ 7.00 per/month	504.00
1 Photocopy Machine @ 5.5¢ per copy	1,394.50
1 Pitney Bowes Postage Meter @ $20.00 per/month x 12 months	240.00
Replacement and Maintenance of office furniture & Equipment	300.00
TOTAL LEASE, RENTAL AND PURCHASE	$ 3,614.50

OTHER COSTS

Telephone @ $450.00 per/month x 12 mos.	$ 5,400.00
Board Members expense fund @ $50.00 per/mo. x 12 months	600.00
General Subscriptions- Government and other Publications	300.00
Fire, Theft, Special Insurance & Bonding	550.00
Printing, pamphlets, brochures, stationary and monthly bulletins	1,000.00
TOTAL OTHER COSTS	$ 7,850.00

ROXBURY-NORTH DORCHESTER A.P.A.C., INC.

NON FEDERAL CONTRIBUTION (Local Share)

BUDGET DETAIL

PERSONNEL

12 Program Assistants @ $3,000 per year to be provided by the Commonwealth Service Corps	$ 36,000

CONSULTANTS

Legal John N. Williams, Esq.	2,016
Charles Lewis, Esq.	2,016
@ $14.00 per/hr. x 12 hrs. per individual per/month x 12 months	
Intergovernmental Relations N. Jean Van Wyck @ $8.00 per/hr. x 50 hrs. per/month x 12 months	4,800

SPACE

1 Neighborhood Service Center w/storage area & utilities- 3,500 sq. ft. @ $2.50 sq. ft. to be provided by the Boston Housing Authority	8,750

TOTAL NON FEDERAL CONTRIBUTION $ 53,582.00

OFFICE OF ECONOMIC OPPORTUNITY

Community Action Program

Assurance of Compliance with the Office of Economic Opportunity's Regulations under Title VI of the Civil Rights Act of 1964

Roxbury-North Dorchester Area Planning Action Council, Inc. (hereinafter called the "Applicant")

(Name of Applicant or Delegate Agency)

AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P. L. 88-352) and the Regulations of the Office of Economic Opportunity issued pursuant to that title (45 C.F.R. Part 1010), to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance either directly or indirectly from the Office of Economic Opportunity; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant either directly or indirectly by the Office of Economic Opportunity, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it either directly or indirectly by the Office of Economic Opportunity.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining either directly or indirectly any and all Federal grants, loans, contracts, property, or discounts, the referral or assignment of VISTA volunteers, or other Federal financial assistance extended after the date hereof to the Applicant by the Office of Economic Opportunity, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignee, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

Date October 11, 1968

Roxbury-North Dorchester Area Planning Action Council, Inc.

(Name of Applicant or Delegate Agency)

By [signature]

(President, Chairman of Board, or comparable authorized official)

2249 Washington Street

Roxbury, Mass. 02119

(Mailing address)

ROXBURY - NORTH DORCHESTER
AREA PLANNING ACTION COUNCIL, INC.

BER NATIONAL
CIATION FOR
MUNITY DEVELOPMENT

EXECUTIVE
MULTI PURPOSE
NEIGHBORHOOD CENTER
2249 WASHINGTON STREET
BOSTON, MASS. 02119
445-0730 - 0731 - 0732

WHITTIER STREET
NEIGHBORHOOD
SERVICE CENTER
25 WHITTIER STREET 02120
445-1692 - 1693

ORCHARD PARK
NEIGHBORHOOD
SERVICE CENTER
2 AMBROSE STREET, 02119
445-0736

BLUE HILL AVENUE
NEIGHBORHOOD
EMPLOYMENT CENTER
AND NEIGHBORHOOD
SERVICE CENTER
345 BLUE HILL AVE., 02121
445-9350

DUDLEY STREET
NEIGHBORHOOD
EMPLOYMENT CENTER
2401 WASHINGTON ST. 02119

HAWTHORNE HOUSE
HEADSTART CENTER
42 HAWTHORNE ST., 02119
427-7005

PILGRIM CONGREGATIONAL
HEADSTART CENTER
540 COLUMBIA ROAD, 02125
288-6906

SUB AREA ONE
NEIGHBORHOOD
INFORMATION CENTER
14 JOHN ELIOT SQ., 02119
445-3801

SUB AREA THREE
NEIGHBORHOOD
INFORMATION CENTER
27 DUNMORE ST., 02119
445-3890

ACTION AREA FIVE
FEDERAL CREDIT UNION
194 BLUE HILL AVE., 02119
442-7617

Executive Committee
MR. MARK A. GOODE
PRESIDENT AND
CHAIRMAN OF THE BOARD
MR. VIVIAN GASKIN
VICE PRESIDENT AND
VICE CHAIRMAN
OF THE BOARD
MRS. BEVERLY MITCHELL
CORPORATION SECRETARY
MR. FRANCISCO PINA
CORPORATION TREASURER
MR. PHILIP GREGORY
MR. THOMAS JOHNSON
MR. JOHN F. CUMMINGS
MRS. DALETHA WATERS
MRS. LOUISE HOWELL

Executive Director

October 11, 1968

The proposed expenditures, including any amount claimed as non-Federal share, represent a net increase in the expenditures from non-Federal share sources for activities similar to those in the component. The base period to be used for comparision is a 12 month period before the submission of the application for the initial Federal Grant.

The prior level of non-Federal expenditures or contributions concerned with poverty will be maintained in the sense that funds have not been and will not be diverted from other activities focusing on the needs of the poor so as to finance the community action program.

Sylvia Lyman Jr.
Executive Director

CAP 7.1.3

[illegible] AND ADMIN. ACTION

(7.1.3.a) Purpose and Justification

The organizing, establishing and funding of the Roxbury-North Dorchester Area Planning Action Council, Inc. is an attempt to soothe marginal effects on poverty: the problems encountered by low-income residents of this area, unemployment, underemployment, unskilled occupations and low wages, child labor and abuse, lack of financial resources, and the incidence of social ills which cripple family life and render a community helpless. The development of the "self-help" concept is an attempt to remove the barriers created by traditional social service methodology: the endless bureaucratic cycle created by the establishment, the tension that exists between the middle class oriented professional worker and the lower class oriented culture, and the absence of communication, coordination and integration among the diverse segments of the community (professional, religious and lay) who in fact are seeking identical objectives but utilize a variety of methods which in many instances conflict with one another.

This component, as described herein, is to provide residents of the Roxbury-North Dorchester area the opportunity to participate in the operation of a Community Action Program.

This component is based on the premise that methods utilized by Community Organization and Community Development programs do in fact, foster community identity, cohesion and cooperation among its diverse segments.

It is anticipated that its "self-help" nature will develop a spirit of hope and participation due to its concerns with needs, actions and results that the most unsophisticated person can readily grasp and that are a challenge to the most sophisticated.

The Roxbury-North Dorchester Area Planning Action Council, Inc. will administer a system of Neighborhood Information Development, Employment and Headstart Centers. The nerve center responsible for the operation of this center will be located in the Multi Purpose Neighborhood Center/Executive Offices.

The Multi Purpose Neighborhood Center/ Executive Offices in addition to general administration will preform the central data feedback and record keeping function, information and staff training function.

The beneficiaries of this program are an eligible 9,377 low-income family population, residing in twenty-six (26) census tracts which comprise the Roxbury-North Dorchester General Neighborhood Renewal plan and included the Washington Park Urban Renewal Project Area, and most of the Boston Model Neighborhood area. This area in 1960, had an almost equally balanced racial composition which is clustered in a series of neighborhoods which range from 99% non-white to 90% white.

TARGET GROUPS

1. Youth, intact families and female headed households with school children and pre-school children.
2. AFDC families.
3. Unemployed and underemployed adults and youth.
4. Parents of children enrolled in Headstart classes.

5. 1,600 school-aged children in 12 Roxbury school districts.

6. Children and adults needing supplemental education.

7. Adults who are functional illiterates below the 8th grade level.

8. Low-income neighborhood residents, in general, particularly those who are being serviced by Legal Services, Manpower and other kinds of earmarked and high priority programs.

SEE ATTACHMENT-GENERAL CHARACTERISTICS OF THE POPULATION: AND THEIR NEEDS: AND CENSUS DATA

A strong indication that this progaam will achieve the objectives stated herein has been given by the APAC Board of Directors and the community at large of the Roxbury-North Dorchester area. All of the program areas included in this proposal are high priority programs in the neighborhoods to be involved. The APAC has received a great deal of support from the community for programs, particularly education, economic development, housing, employment and social action.

It can be assumed that since the programs are neighborhood priorities they will be developed, organized and implemented with the full support of the beneficiaries.

7.1.2b SCOPE AND CONTENT

Although the implementation and application of programs will differ in accordance with needs and demands of the various neighborhoods within which the centers will be located, the range and objectives of programs to be made available will be constant.

The overall program concepts of this community Corporation are community organization - community development oriented. All neighborhood centers will be staffed with community organization workers.

Although the major program thrust will shift from direct social services approach to the community development approach, the neighborhood centers when and where feasible will continue to provide direct services to families and individuals; particularly in the Headstart and the Neighborhood Employment Centers, which are primarily direct services.

Community organization workers will work closely and in cooperation with all other available programs and services in this community. Particular emphasis will be directed toward organizing and developing neighborhood and tenant associations, credit unions, consumers councils, buying clubs and cooperatives; the ultimate goal will be to turn these associations and groups into housing development, precinct development and/or neighborhood development corporation, that will possess the ability to deal with specific neighborhood problems in selected neighborhoods in the Roxbury-North Dorchester area. Some of the activities to be undertaken in the Neighborhood Development Centers will include:

a. provide technical assistance to existing community groups.

b. provide information and assistance to individuals and groups concerned with Federal programs, particularly FHA and SBA.

c. provide information on and referrals to programs, services and resources available to groups, families and individuals.

The basic program system will include:

A. PLANNING, RESEARCH AND DATA FEEDBACK

In order that the program objectives be fulfilled, it is necessary that monitoring and data feedback functions are efficiently and effectively implemented. The functions are particularly important as it is necessary to inform funding organizations of daily APAC program operations.

With access to multiple sources of information (monitor reports, financial reports, clients intake forms, etc.) the Administrative and Planning, Research & Data, Feedback units will gain the perspective necessary to determine the most effective methodological and procedural courses of action that the program will pursue.

Data feedback will provide a vital service to the APAC's Executive Director and personnel; by delineating the positive and negative aspects of the APAC operations; data feedback suggests areas requiring program expansion, modification or cutback; and program units in need of additional personnel and/or training of personnel. Futhermore, the data feedback operation examines the utility of the neighborhood workers outreach technique; the existence of the chronic community problems presently unrectified by anti-poverty and other community development efforts; the relationship between client problems and problems uncovered in the community at large; and the extent of outside agency participation in the APAC program system.

In order that the programs receive detailed information on the relationship between target area needs and program impact and availability, the Administrative; and Planning, Research & Data Feedback units will supervise all stages of processing and analyzing in-take forms. These units also coordinate data feedback operations with on-going evaluation of the program system.

Three principle instruments will be designed to provide information necessary for the data feedback system:

1. Client records, which catalog data about the client's cultural and economic background, his problem(s) and utilization of human resource services and programs;

2. The community survey, which will attempt to measure the adjustment of families in the target areas to urban living, household organization, employment opportunities, and the legal and educational systems.

3. Monitoring reports, which will be an attempt to record how the objectives of each program are being implemented, reports on the program's ability to utilize the "out reach" approach and the program's proficiency in identifying families who will benefit from the various programs. A major task is an attempt to monitor and report in as much detail as possible the specific procedures which are developed and utilized by all OEO funded programs in the Roxbury-North Dorchester area.

In order that planning and research (evaluation) be responsive to needs and demands of individuals and the community the data feedback operation must function organic to these operations. Pertinent and accurate data is absolutely necessary to perform these functions.

Planning based on the data feedback will be done in concert with the appropriate APAC program committees of the Board, Consultants, APAC staff personnel and pertinent CAA and federal staff personnel. Evaluation of the programs will be based on the following criteria:

a. Community need, demand and receptivity of the program.

b. Number of resources the program has made available to the community.

c. Significant achievements in terms of institutional and organizatinnal change.

d. Catalytic affect in changing the behavior and conditions of members of a specific target group.

e. Whether such changes can be attributed to this program's intervention.

NOTE:

Some preliminary arrangements have been made with two local consultant firms, whom will help to develop a task force which will initiate an objective and professional evaluation of the Roxbury-North Dorchester APAC, Inc., CAP. If these negotiations materialize, the services will be donated as part of the Non Federal Contribution.

B. ECONOMIC DEVELOPMENT (business development, credit unions & consumer development.)

Since the emphasis of Roxbury-North Dorchester Area Planning Action Council programs is on Community Organization and outreach; as opposed to direct services. The aims will be to solve those problems that can in fact, only be solved by group action, such as cooperative self-help, organized purchasing power, and community backed enforcement of existing statutory requirements related to retail operations and ethics.

Directed primarily at the needs of low-income families, this component is to operate on the theory that increasing the purchasing power of an individual or family has a similar effect as would increasing his income. As there are increasing numbers of low-income people who are not employable due to advanced age or the presence in their household of only one parent and one or more pre-school children, economic escallation can only be reasonably anticipated through increased purchasing power.

Furthermore, because of problems of motivation, education, self image, job skills and employment many theoretically employable adults - under the best of conditions - are unable to realistically anticipate increased incomes in the immediate future. In the long range view employment opportunities are more dependent on the general economic health of the country and the expansion of automation and cybernation than on whether or not a person is a high school graduate equipped to take a semi-skilled job.

In view of this picture, it is assumed only reasonable that a Multi Purpose Community Development Corporation would put some of its funds to work in an attempt to rectify some of the economic conditions that to some extent are directly responsible for the economic plight of consumers with limited incomes.

The Economic Development program will focus its attention toward three major areas of concern:

1. Business Development

For the past year the Roxbury-North Dorchester APAC has been utilized by the Small Business Administration as a field operation in the Roxbury-North Dorchester community. During this period, approximately thirty individuals and groups had gone into business or expanded the operations of their businesses where they previously existed, through the aid of a Small Business Administration Loan. In addition, APAC staff organized and developed the Roxbury Businessmens Association, Inc. During the next twelve months the activities with SBA and other business investment resources will be expanded. Persons interested in applying for SBA or other loans will be able to receive information and/or forms and technical assistance at any Roxbury-North Dorchester APAC Neighborhood Development Center.

2. Credit Unions

Activities to be implemented in this phase of Economic Development programming are to increase existing and develop new, utilization at Credit Union Services for residents and groups in the community. By arrangements with existing Federal and State Credit Unions and by creating new credit unions, using traditional and innovative savings and lending features. Presently, there exists five Federally Chartered and one State Chartered Credit Unions. The Roxbury-North Dorchester APAC, will continue to provide technical assistance to the five existing Federally Chartered Credit Unions, as it has when they were originally organized by the Roxbury-North Dorchester APAC staff.

3. Consumer Development

One of the activities of this segment of the program would be to develop the utilization of credit union services for residents of the community.

a. by arrangements with existing Federal and State Credit Unions.

b. by creating new credit unions, using traditional and innovative savings and lending features.

Efforts of consumer organization would be directed toward reducing the cost of providing the goods/services purchased in the general area of food, clothing and shelter, which for Boston families with incomes under $4,000 per/year consume 75% of their annual income. The thrust of staff work would be towards activity that the low-income consumer population is interested in and can effectively take action on.

Comparision shopping and general distribution of the results is one effective means, as are the possibilities of establishing buying clubs in the areas of food staples, basic clothing items and home improvement maintenance necessities. Orgmnizatio of Neighborhood and Community Wide Consumer Programs for effective impact on the community in the areas of education action and legislative interest will be part of this program. To carry out a consumer Development Program successfully, consumers have to be oriented. Some orientation programs will be developed around topics such as:

Family economics
Spending practices
Knowledgeable use of credit resources

To carry on the aforementioned and other related kinds of educational programs. These shall include the issuance of a periodical newsletter and other education materials and information, but will also concern itself with consumer education, information and protection as these relate to increasing the purchashing power of affected individuals and families.

C. HOUSING

Greater emphasis must be placed upon the survey and satisfaction of houisng needs in the Roxbury-North Dorchester community. Public agencies have a tendency to concentrate merely upon the construction of dwelling units and the maintainance of minimun standard conditions As the authorized community development agency we must view the satisfaction of indivdual housing needs as an essential to community stability.

To this end, it is proposed that the Roxbury-North Dorchester Area Planning Action Council, Inc. undertake an extensive and comprehensive survey of community housing needs and preferences in a number of ways. It is receommended that a reference service be maintained to assist community residents who wish to sell or rent their property or purchase or rent property within the boundaries of the Roxbury-North Dorchester target area. In addition, the Federal Housing Authority now provides a housing counselling service. It is suggested that this agency direct individuals to this service and provide local and supplementary services as well.

Such a service would include information on available housing, existing government programs and financing. Greater emphasis shall be placed upon examining and improving the housing of welfare recepients. Tenants victimized by negligent landlords should be advised of their rights and guided to a course of action.

In addition long range objectives must be established. Extensive community organization must be undertaken to rally neighborhood residents around efforts to improve city services and attempts to direct the energies of existing city and state agencies toward projects which are desirable to the community as a whole.

The Roxbury-North Dorchester Area Planning Action Council will assume some responsibility for an evaluation of all existing housing programs public and private and their application to the community. If it is determined that available programs are not being effectively utilized, or if developers have not met their obligations in this community an effort will be made to inform community residents about those programs and/or apply pressure to individuals who have not previously been responsive to or aware of community needs.

An agency staff person will be designated ro research current housing issues, proposed legislation and follow all legislation, municipal, state and federal which is pertinent to these neighborhoods. In addition this person will be assisted by trained community residents who are capable of developing housing legislation pertinent to the needs of this community.

This agency shall encourage, organize and provide technical assistance to community based non-profit corporations who have as their objective the construction or rehabilitation of neighborhood residences. Emphasis shall be placed upon the creation of opportunities for an increased number of families to purchase their own homes and the improvement of quality of the community's environment as a whole.

D. EDUCATION AND HEADSTART

The potential of the poor and denied minority groups in urban areas has been stifled, grossly underestimated, and blocked from development by ineffectual and debased public school systems, and arbitrary job requirements and qualifications.

The staff personnel assigned to this unit will work with parents and parent groups to deepen and widen their understanding of the education that their children are receiving; so that they will be able to adequately evaluate the strengths and weaknesses of the public school education that their child is receiving or is not receiving as may be the situation in many cases.

Parents will be encouraged to understand and define their roles in the educational process. They will be encouraged to deal with the public school system, to become involved in the educational processes at all levels, and to insist that and demand a quality education for their children.

The advocacy activities to be undertaken will rely primarily on the community organization methodology as a means to begin to reverse the destructive trends that education has taken in the Roxbury-North Dorchester community over a period of years. These activities will be coordinated through and with other Roxbury-North Dorchester APAC Neighborhood Centers and program units, and other agencies and groups interested and/or active in advocacy education activities.

Headstart

In addition to the aforementioned advocacy education activities the Roxbury-North Dorchester APAC will administer a Headstart Program, designed to serve 60 children and their families. The program will include; one central Supervisory Staff office and three Headstart Centers with a total of four classrooms, of these classrooms one will be half day and three will be full day - Day Care.

The administration of this program will be provided from funds requested in this application. Program funds are provided by a full year Headstart application and proposal, funded seperately by OEO.

E. EMPLOYMENT

The Roxbury-North Dorchester APAC operates two Neighborhood Employment Centers, which are directly linked to the CEP Concentrated Employment Program and other existing Manpower services. The activiti undertaken in these centers include job placement, job development, testing and vocational counselling.

The administration of these two Neighborhood Employment Centers will be provided from funds requested in this application. Program funds are provided by two seperate grants from OEO and DOL.

F. SOCIAL ACTION

The Board and Staff of the Roxbury-North Dorchester APAC have for sometime been concerned with developing a Social Action Program. The Board of Directors has appointed a Legislative Standing Committee which with the assigned Staff personnel has the responsibility to:

1. Expand the knowledge of the economically disadvantaged citizen concerning the governmental process,

2. Facilitate communications between the Roxbury-North Dorcheste community and the Municipal, State and Federal branches of government and agencies to the various branches of government

3. Stimulate research in the development of unique(governmant) programs geared toward solving problems of the Roxbury-North Dorchester community,

4. Provide the means and opportunity for the inner city resident to play an active role in the governmental process,

5. Increase the awareness of the Governor, Mayor, legislators, city councillmen and other government officials(elected and appointed) with a reliable source of detailed information on current incidents and long range issues.

There are no specific staff personnel to be assigned to this unit from this grant application. All staff in this unit are either volunteer or provided by private funds.

It is anticipated that sometime in 1969 this Corporation will receive substantial funding from private sources to support these activities on a fulltime basis.

G. ADMINISTRATION

Administration has the overall responsibility for all internal and external Roxbury-North Dorchester APAC operations, in nine Neighborhood Centers strategically located throughout the Roxbury-North Dorchester Community; and the responsibility for the day to day operation, function, supervision and conduct of all programs directly administered by the Roxbury-North Dorchester APAC.

The following functions will be assumed:

1. Direct supervision and administration of the following administrative and program units:

   A. Planning and Research
   B. Economic Development
   C. Housing
   D. Education and Headstart
   E. Employment
   F. Social Action

2. Conduct of all business functions; purchasing, accounting etc.

3. Fund raising and grant management.

The staff personnel provided to achieve the aforementioned will consist of the following:

1 Executive Director

1 Executive Secretary

1 Administrative Services Officer(provided from other funds)

1 Secretary(provided from other funds)

1 Steno-typist

1 Switchboard Operator-Receptionist

1 Maintenance Foreman

3 Custodian Helpers

7.1.2.c Timetable

1. As the previous section on Scope and Content indicates, the various program units within this component function interdependently. In order that the program may be immediately available, the Multi-Purpose Neighborhood Center will operate on a 50 hour per week schedul the Neighborhood Development Centers and Neighborhood Employment Centers will operate on a 45 hour per week schedule; the Neighborhood Information Centers will operate as facilities to house particular kinds of activities e.g. business development, consumer development, and meetings of community organizations.

2. It is the intent of the Roxbury-North Dorchester APAC, Inc. to become a more integral part of the community and to eventually assume financial independence. To this end, a Finance Committee responsible for soliciting and disbursing funds to maintain and/or expand the Roxbury-North Dorchester APAC operation has been designated. Most important, it is considered imperative to achieve broad based community and city wide support from the institutions most knowledgeable in potential sources of local revenue and conversant with the problems and procedures of delivering and coordinating multi functional programs.

3. As of February 1969 the Roxbury-North Dorchester Area Planning Action Council, Inc. will assume complete financial administrative and supervisory responsibility for this Grant a full year Headstart Grant, two Grants from OEO and DOL for Employment Centers and one Grant through NSP a total of five Grants. The total staff compliments of all programs will total 100 persons.

In order that the Roxbury-North Dorchester APAC, Inc. may provide programs that have been recommended for that area, this Delegate agency requires the budgetary provision for the following complement of staff.

CENTRAL:

Administrative; Executive Director, Executive Secretary, Steno-typist, Switchboard Operator, Maintenance Foreman and three Custodial Helpers.

Planning and Research; Planning and Research Director and Statistical Clerk.

Economic Development; Community and Economic Development Coordinator.

Education; Education Director

NEIGHBORHOOD CENTER:

Blue Hill Avenue Neighborhood Development Center
Community Organizer/Center Supervisor, three Neighborhood Workers

Whittier Street Neighborhood Development Center
Community Organizer/Center Supervisor, two Neighborhood Workers

Sub Area One Neighborhood Information Center
Neighborhood Worker

Sub Area Three Neighborhood Information Center
Program Assistant

Orchard Park Neighborhood Development Center
Community Organizer

The Multi Purpose Neighborhood Center--Administration will perform central administrative, supervisory, record keeping and staff training functions. It will also serve as a central clearing house for all information and data(administrative and programmatic). Three Neighborhood Service Centers will house each of the program units as described in this work program and other additional programs such as youth, group work, recreation, buying clubs and credit unions, NDC functions are absolutely programmatic as compared to the supervisory and administrative functions of the MPNSC. All Neighborhood Centers will perform information dispensing and some record keeping functions, the staff assigned to these Centers will serve as technical resources to community organizations and groups. The Neighborhood Information Center is utilized for special programs e.g. Consumer Action Education and a Credit Union.

In addition to administering this Grant the Roxbury-North Dorchester APAC will directly administer two Neighborhood Employment Centers and five Headstart Classes. There will be coordinated operations of:

1. Record and information systems
2. Outreach
3. Referrals
4. Preferential enrollment
5. Staff training
6. Program review and evaluation

The Multi Purpose Neighborhood Center Administration will be responsible for providing coordination and linkage with all OEO funded programs operating in this area. The Roxbury-North Dorchester MPNC will:

1. Recieve monthly reports
2. Conduct training sessions
3. Conduct field visits and evaluations
4. Provide central data collection from and for all programs
5. Serve as the convening agency for the area

(7.1.2.e.) Evaluation

For details refer to Work Program 7.1.2.b.

(7.1.2.f Resident Participation

The program, personnel and financial policies of the Roxbury-North Dorchester APAC are directed by a 30 member Board of Directors; 24 of whom are elected and 6 of whom are selected.

The problems, needs and desires of the area are visible factors to the APAC Board of Directors which is composed of 100% community residents of which 35% are representatives of low income residents.

The maximum feasible opportunity to participate in the planning conduct and administration of the project is evident by the composition of the present standing and advisory committees which not only include APAC Board Members, Agency Members and Sub Area Committee Members but also structurally and organizationally unattached residents

Larger numbers of persons will become involved as programs in the various APAC facilities.

(7.2.1 a&c) Scope of Delegation(Degree of responsibility and Supervision)

The Roxbury-North Dorchester APAC will be charged with carrying out the program portion of this component, under the supervision of the applicant agency, which will continue to be responsible for the fiscal portion pending a contract for conduct and administration which will be negotiated between this delegate agency and the applicant agency.

7.2.1b Scope of Delegation(Delegate agency qualifications)

The Roxbury-North Dorchester APAC, Inc. was established as one of the mechanisms for the implementation and delivery of the Boston Anti Poverty Program at the Neighborhood level, under grants from the Office of Economic Opportunity. Its By-laws, Board Structure , administrative structure and program was designed by the residents of the community with ABCD and approved by A.B.C.D.'s Board of Directors. Since the time of its organization and incorporation, ABCD has been th primary funding agent for the APAC program, and has maintained a constant relationship to the APAC operations.

OEO MANPOWER PROPOSAL

1969

OEO funds are the backbone of the $7 million dollar Manpower Program run by Action for Boston Community Development.

Money from OEO is used to maintain the operation of ten (10) Neighborhood Employment Centers located throughout the poverty target areas of Boston. Any man or woman who is unemployed or underemployed can come into one of these Centers and be placed in a job or training program. The money provided by OEO also is used for staffs which support the NEC operations such as central administration, job development, testing and follow-up personnel.

The best measure of success for the NEC's financed by OEO is the more than 9,000 placements in jobs and training since September 1966, and the more than 20,000 applicants or an average of 10,000 a year--who have come into the NEC's for assistance.

OEO Manpower funds currently pay for eleven NEC's in Allston-Brighton, North End-West End, East Boston, South Boston, Jamaica Plain, Roxbury, Dorchester, and Parker Hill-Fenway. All are target neighborhoods with NEC's operated by ABCD's Manpower Division in conjunction with Community based Area Planning Action Councils (APACs).

The Manpower Division is now negotiating with APACs for the subcontracting of NEC operations to the local Council. Three Community groups, the Urban League, the South End Manpower Corporation, and the Association for the Protection of the Constitutional Rights

of the Spanish Speaking (APCROSS) already operate NEC's on a sub-contracted basis.

ABCD proposed to maintain the city-wide network of NEC's, primarily through CEO funds. However, we are asking for the funding of ten NEC's, not eleven. ABCD would like the Labor Department through the CEP Program to pick up the cost of the Dorchester NEC.

With the refunding of the Labor Department's CEP Program and the implementation of MA Programs and the Work Incentive Program (WIN), options for NEC placements will continue to increase. The necessity for a strong network of NEC's will also increase. The NEC's will continue to be the prime recruitment and placement mechanism for Boston's unemployed and underemployed.

OEO funds are also needed for Manpower Central Staff, which provide overall administrative support of NEC operations. Money will go as well to the following departments: Job Development has led to a job bank with over 10,000 openings. The Testing Department performs vocational testing for NEC applicants, and has administered over 3,000 tests in the NEC's. The Follow-up staff checks with applicants placed on jobs after one month and six months, to determine if the placement was satisfactory. Thus, the ABCD Manpower Proposal to CEO for 1969 is similar to the 1968 Proposal. Without the NEC's, none of these programs can function, for without the NEC's no effective delivery system exists.

The success of the Manpower Program started with CEO funds in 1966 is shown by Boston's ability to draw funding from other sources.

The combining of these funds into one comprehensive program has made it possible for ABCD to have contract allocations of approximately $7 million dollars during the current fiscal year.

The number of employees on the Manpower payroll roster numbers more than 350. Twelve Neighborhood Employment Centers, including three subcontracted out to the South End Manpower Corporation (SEMCO), the Spanish Action Center, and the Urban League, are placing more than 500 men, women and youths on jobs or training programs each month.

From September, 1966, when the first NEC was opened in Roxbury to July 26, 1968, the NEC's have placed 8,673 persons or 70 percent of all the 12,383 placed by ABCD. Almost 600 persons are currently enrolled full time in 15-week training programs conducted in Orientation Centers run by the Dorchester and South Boston Action Centers, the Neighborhood Youth Corps and Opportunities Industrialization Centers (OIC), a delegate agency.

Present enrollment in the work programs administered by NYC, New Careers, Adult Work Crew and Foster Grandparents totals 710 persons.

The OEO grant to operate NEC's provided the nucleus of a comprehensive Manpower Program that enabled Boston to be named one of the Concentrated Employment CEP) cities.

CEP has helped make available skill training possibilities that were - and still can be - too few and too limited in range.

OEO funds set up the delivery system to recruit the unemployed and sometimes unemployable essential for any training program.

The CEP contract now annualizes 5.6 million dollars, and supports three Skill Orientation Centers operated by ABCD in Dorchester and Roxbury. A fourth Center has been subcontracted to Opportunities Industrialization Centers, and provides the same service to the Roxbury and South End sections of the city.

One of the two centers run by ABCD in Dorchester concentrates on Neighborhood Youth Corps graduates. The other center is conducted in the Dorchester Action Center, primarily for adults.

The centers provide a two-week Job Orientation course and supply skill orientation training up to 13 weeks. Enrollees can receive MDTA stipends up to 15 weeks.

Shops at the centers provide introduction to the skills required in clerical work, business machine operation and repair, electronic assembly, lithograph printing, data processing (key punch and programming), auto-mechanics, ceramic tiling, welding, upholstering and drafting.

Graduates have a retention rate of 65 percent after placement on a job.

CEP has also expanded Neighborhood Youth Corps by 150 slots and OJT by 300 slots. It has brought a New Careers program with 200 slots to Boston and an Adult Work Crew Program with 100 slots.

CEP has picked up the cost of the Roxbury NEC started under

OEO, and ABCD will request it assume the price for the Dorchester NEC during the next funding period.

The division has also kept pace with the Manpower Administration (MA) programs launched by the Department of Labor. Through the MA Program the government is, in effect, "buying jobs" for the unskilled by providing enough incnetive - $3,000 to $4,000-a-worker - for employers to assume the cost of training.

The Manpower Division has assisted companies such as General Dynamics, Sylvania, E.G. & G. to seek MA contracts; and has sub-contracts with these and other companies to supply services such as recruiting, counseling, and follow up. Cooperation with General Dynamics has been so close, the training facility for an MA contract has been placed in the Dorchester Orientation Center.

The growth of the Manpower Division has been rapid and tumultuous, but every effort has been made to integrate all the elements needed for a successful program - both inside as well as outside the agency.

Recruitment, training, placement, and counseling have all been tied together, rather than being allowed to split up into separate, and competing, components. Every effort has been made to cooperate with agencies with a solid commitment to manpower needs, such as the Massachusetts Division of Employment Security or Opportunities Industrialization Centers (OIC). Both agencies, in fact, have contracts with the Manpower Division.

This cooperation and integration of effort has been manifest in ABCD's work with the Urban Coalition, the National Alliance of Businessmen and the Mayor's Summer Work Program. All three groups have been lent the services of Manpower Division personnel, both on a part and a full-time basis.

In order that the ABCD Manpower Program continue growing and meet the ever increasing needs of the poor, funding from every source must be maintained.

ABCD, therefore, asks OEO to continue its commitment to the NEC structure in Boston, and to support the central functions essential to the operations of the NEC's.

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OEO PROJECTED BUDGET FOR 1969

Action for Boston Community Development, Inc.
Manpower Department-Roxbury Neighborhood Employment Center II

PERSONNEL	SAL/MONTH	% TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
1 NEC Supervisor	$708	100	12	$8,500
2 Vocational Counselors @ 7,000	584	100	12	14,000
1 Placement Administrator	584	100	12	7,000
1 Secretary	433	100	12	5,200
1 Intake-Int.	400	100	12	4,800
2 Neighborhood Workers @ 5,490	458	100	12	10,980
1 Clerk Coder	417	100	12	5,000
Total Salaries & Wages				55,480
Fringe Benefits @ 15%				8,322
Total-Personnel				63,802

TRAVEL

employees @ $104 per year ($2.00 per week) $ 936

SPACE

,000 sq. ft. @ $3.44/year
Heat, light, power & maintenance) $6,880

SUPPLIES

full-time staff members $75 $ 675

Roxbury Neighborhood Employemnt Center II
Budget (cont'd)

Equipment

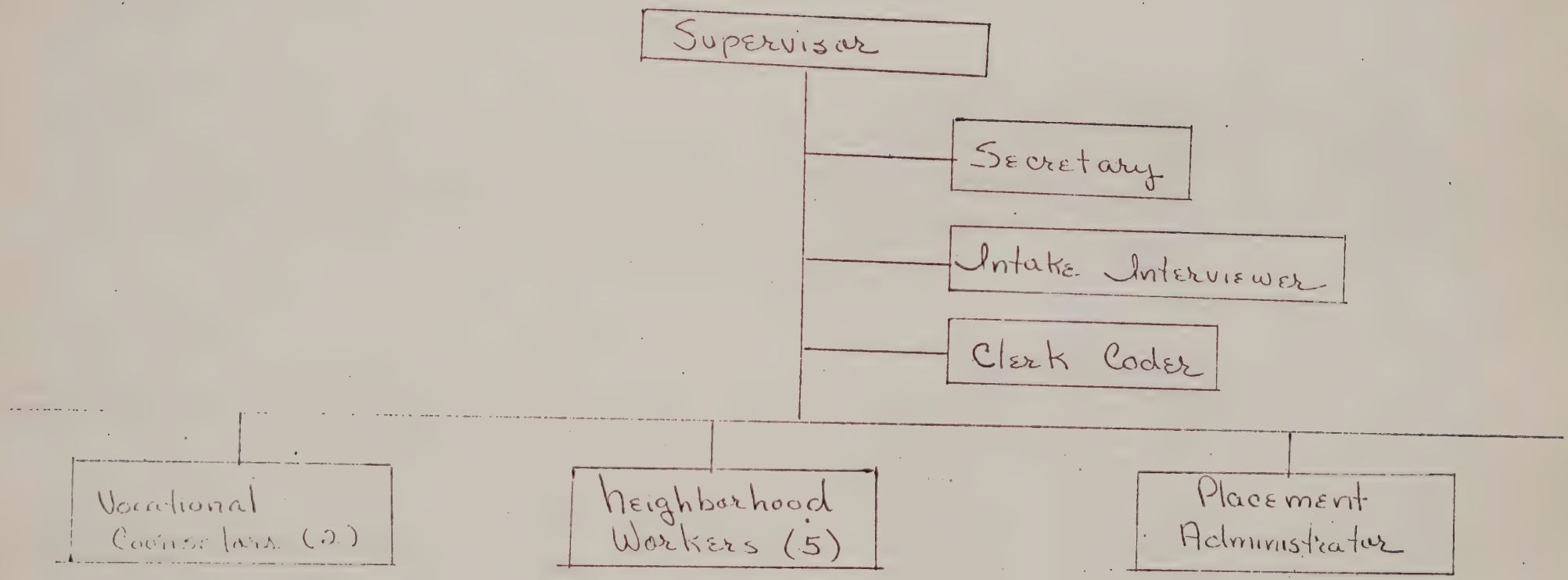
Typewriters-electric @ $9 each X 2 = $18/month	$ 216
Office & project equipment	250
Total-equipment	$ 466

OTHER COSTS

Item	Rate	Months	Cost
Alarm system per month	$45	12	540
Telephone-12 employees 9 phones @ $35	315	12	3,780
Printing & Postage	35	12	420
Moving per month	10	12	120
Total - Other Costs			4,860

TOTAL COST OF COMPONENT PROJECT 77,619

Roxbury Neighborhood Employment Center



POSITION SPECIFICATION

TLE:	NEC Supervisor
OPE OF POSITION:	Under the direction of the Assistant Deputy for Administration and Operations, responsible for the supervision and direction of all staff in the NEC. Liaison responsibilities for Manpower with all other neighborhood based programs. Partial Vocational Counseling responsibilities, depending upon the flow of applicants and administrative needs.
ALIFICATIONS:	Bachelors Degree in education, counseling, business administration, other field involving cooperative professional teamwork, or three years supervisory experience in CAP's Employment Services, industry, public or private agency programming and supervision or other equivalent experience.
MPENSATION:	$9,000

POSITION SPECIFICATION

TITLE: Vocational Counselor

E OF POSITION: The Vocational Counselor will be responsible to the Assistant Deputy Director II. He will be assigned to a Neighborhood Employment Center and will interview those applicants using the services of the center who require vocational counseling. He will attempt to evaluate the applicants in terms of vocational potential and goals, emotional maturity, intellectual capacity and other factors affecting employment training and placement. He will discuss these matters with the applicants and advise them about pre-vocational and vocational training opportunities in relation to the applicants' goals and potentials. He will work with the NEC staff and other groups to secure supportive services for applicants when appropriate. He will prepare candidates for testing and will work with the testers in the interpretation of test scores. He will participate in NEC disposition conferences and will advise other staff members on matters concerning applicants he has counseled.

SALARY: $7,000 a year

QUALIFICATIONS: Master's Degree in Education with concentration in counseling or the equivalent in counseling experience, ability to communicate effectively with inner-residents.

POSITION SPECIFICATION

TITLE: Neighborhood Worker

SCOPE OF POSITION: The Neighborhood Worker will be assigned to a Neighborhood Employment Center and will serve as part of that center's team. He will have primary responsibility for the recruitment of residents in the neighborhood who are in need of NEC services. He will interview applicants when they come to the NEC and complete basic information on an interview guide. He will discuss the NEC flow process to applicants and will arrange interviews for them with vocational counselors and ES Placement Interviewers. He will help to secure supportive services for applicants when appropriate, will participate in NEC staff meetings and disposition conferences and will help the other members of the team interpret the reactions and behavior of the applicants with which he has worked.

The Neighborhood Worker will establish themselves as agents for the applicants and represent them throughout the NEC employment upgrading and placement process. Their role must be an especially meaningful one or they lose their value. Their relationship with the applicants must be the tool which enables the applicants to help themselves. The Neighborhood Workers are one of the most important ingredients in the Manpower Program.

COMPENSATION: $5,500 a year

POSITION SPECIFICATIONS

TITLE: Intake Interviewer Typist

SCOPE OF POSITION: Will serve as a receptionist in the Neighborhood Employment Center. Will make the first personal contact with an applicant entering the center. Must be able to make neighborhood people feel relzxed in the center. Will answer telephone and route calls to other staff. Will keep schedules for all staff and make appointments for all staff. Will route mail and other correspondence in and out of the office. Will do some typing and filing for other staff members. Will be responsible to the supervisor-counselor of the NEC and will perform such other duties-as required by the supervisor.

SALARY: $4,800 a year

POSITION SPECIFICATION

TITLE:	CLERK CODER - NEC
SCOPE OF POSITION:	Code all information for each Employment Center. Operate the remote "hot-line" opportunity station, continually up-dating the central inventory of applicant and the neighborhood inventory of opportunities. Maintain the Employment Center filing systems and assure that all activities of the Centers are amply documented as determined by prescribed specifications. Perform other related tasks as reauired by Supervisor of Center, including intake, secretarial, reporting. Responsible to Data Unit Coordinator and to NEC Supervisor
QUALIFICATIONS:	Inner-city resident with some knowledge of basic statistics, filing, typing, and clerical practice. Ability and interest in being trained on-the-job in routine clerical tasks.
COMPENSATION:	$5,000

POSITION SPECIFICATION

TITLE: Placement Administrator / NEC

SCOPE OF POSITION: To negotiate with policy-making administrators to insure company commitments to become actively involved in the efforts of our agency. To negotiate with employers for job opportunities that are selectively qualitative in terms of realistic qualifications, good salaries and benefits, training and/or advancement possibilities. To work with business and industry representatives to establish more realistic educational, age and personal background qualifications for hiring. To be proficient in the use of and conversant with information useful for successful negotiations with employers. Knowledge of various companies involvements in inner-city training and employment programs, and any particular company benefits, such as: day-care centers, which are relevant to employment problems of the enrollee population. To maintain a rapport and lines of communications between companies and the agencies, to insure an on-going working relationship. To maintain a feedback flow of information between companies and job developers within our agency, in order to avoid repetitious and uncoordinated job development efforts within a given company. To follow up on applicants by requesting both the applicant and the employer to notify the job developer of results of job interviews. The same procedure should be followed once the applicant is placed, if an employer is considering terminating an applicant, to provide job orientation, or another placement if the job is unsatisfactory. To help a candidate determine a realistic vocational goal in terms of the candidates capabilities and potential.

QUALIFICATIONS: Experience in business and industry personnel practices, abilty to communicate effectively with both industry personnel staff, and with inner-city residents.

COMPENSAION: $7,200

BLUE HILL AVENUE -- N.E.C.

December 29, 1968 to June 28, 1969

STAFF COSTS II

Salaries and Wages

Position & Title		Range	Sal/Wk.	Weeks	Amount	Cost
1631:	N.E.C. Supervisor	9.0	$173	26	$ 4,498	
1633:	(2) Vocational Counselors	7.0	135	26	7,020	
1632:	(5) Neighborhood Workers	5.5	105	26	13,650	
1631:	Secretary	5.2	100	26	2,600	
1632:	Intake Interviewer	4.8	92	26	2,392	
1632:	Clerk Coder	5.0	96	26	2,496	
1636:	Placement Administrator	7.2	138	26	3,588	
	Total Salaries and Wages					$36,244

1640: Fringe Benefits: 15%

Item	Source	Rate	Amount	
F.I.C.A.	$36,244	4.4%	$1,595	
Workmen's Comp.	36,244	1.35%	489	
Health & Welfare	36,244	1.25%	453	
Pension	36,244	8.0%	2,900	5,437

1650: Staff Travel

12 Employees @ $2/person/week x 26 weeks	624
Total Staff Costs - Section II	$42,305

BLUE HILL AVENUE -- N.E.C.

December 29, 1968 to June 28, 1969

OPERATIONAL COSTS III

Equipment:			
Office Purchase			$ 125
Office Rental			258
Rent:			
9,000 sq.ft. @ .083¢/sq.ft./mo. x 6 mos.		$4,470	
Improvements		250	4,720
Other Direct Costs:			
Desk Top Supplies @ $15/wk. x 26 wks.		390	
Communications @ $420/mo. x 6 mos.		2,520	
Alarm System @ $45/mo. x 6 mos.		270	
Moving Personnel & Equipment		80	
Printing,Advertising,etc. @ $35/mo. x 6 mos.		210	3,470
Indirect Costs:			
8.2% on the Total Direct Federal Costs of $50,878			4,172
Total Section II	$42,305		
Total Section III	8,573		
Total Operational Costs - Section III			$12,745
Total Cost of Project			$55,050

Equipment

Office Rental

Quantity	Description	Unit Cost	Time	Cost
1	Manual Typewriter	$ 7/mo.	6 mos.	$ 42
2	Electric Typewriters	18/mo.	6 mos.	216
Total Office Equipment Rental				$258

Rent: 345 Blue Hill Ave., Roxbury, 9,000 sq.ft.

Item	Rate/Mo.	No.Mos.	Amount	Cost
Rent	$ 550	6 mos.	$3,300	
Maintenance	120	6 mos.	720	
Heat, Light	75	6 mos.	450	
Totals	$ 745			$4,470

SUB-CONTRACT

ROXBURY MULTI-SERVICE CENTER, INC.

December 29, 1968 to June 28, 1969

STAFF COSTS II

Salaries and Wages

Position Title	Range	Sal/Wk.	Weeks	Amount	Cost
Liaison Worker		$129	26	$3,354	
Social Worker		144	26	3,744	
Social Worker		158	26	4,108	
Community Aide		133	26	3,458	
Community Aide		119	26	3,094	
Community Aide		107	26	2,782	
Clerk Typist		93	26	2,418	
Total Salaries and Wages					$22,958
Fringe Benefits 10%					2,296
Staff Travel					
Rental of one automobile @ $150/mo. x 6 mos.				$ 900	
120 miles/wk. @ 10¢/mile x 26 weeks				312	1,212
Total Staff Costs - Section II					$26,466

SUB-CONTRACT

ROXBURY MULTI-SERVICE CENTER, INC.

December 29, 1968 to June 28, 1969

OPERATIONAL COSTS III

		Cost
Rent: $200/mo. x 6 mos.		$ 1,200
Insurance and Bonding		125
Other Direct Costs:		
Desk Top Supplies $70/mo. x 6 mos.	$ 420	
Communications: $160/mo. basic telephone expense plus $10/mo. for toll calls and postage x 6 months	1,020	
Home Nursing	250	
Child Care	300	
Printing, Advertising, etc.	100	
		1,820
Total Operational Costs - Section III		$ 3,145
Total Federal Cost of Project		$29,611

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BOSTON

NEIGHBORHOOD SERVICE PROJECT

CORE SERVICES REFUNDING PROPOSAL

Submitted to the

Federal Regional Team

October 15, 1968

Submitted by

Action for Boston Community

Development, Inc. (Sponsor Agency)

and

The Ecumenical Center In Roxbury, Inc.

(Delegate Agency)

BOSTON NEIGHBORHOOD SERVICE PROJECT

Core Services Refunding Proposal

TABLE OF CONTENTS

PART I: INTRODUCTION

PART II: ECUMENICAL CENTER ADMINISTRATION

- NSP Agency Services and Programs
- Organization Chart
- Job Descriptions

PART III: INTAKE, INFORMATION, AND REFERRAL SYSTEM

- Organization Chart
- Job Description
- NSP Registration Form
- NSP Assessment Form
- NSP Referral Form

PART IV: AFTER SCHOOL GROUP WORK PROGRAM

- Organization Chart
- Job Descriptions

PART V: CORE SERVICES BUDGETS

APPENDIX A: MAP OF ROXBURY-NORTH DORCHESTER AREA

APPENDIX B: NEIGHBORHOOD PROFILE

Part I

INTRODUCTION

The Boston Neighborhood Service Project was funded for a one - year period in January, 1968, to serve the inner city poor in the Roxbury-North Dorchester section of Boston. A map of this area will be found as Appendix A. A selection of demographic data on the area is in Appendix B.

The overall stated aim of the NSP is to provide an escape route out of the poverty trap by providing neighborhood residents with a linked system of services. Under the NSP, a resident would no longer have to plow through a maze of different agencies and "sell" his problems over and over again to a different interviewer in each agency. Under the NSP, an individual would apply at one intake point, describe his problems in detail at that one point only, and supply extensive personal information only at that one point. With this single registration, he has established contact with all the services he may require to satisfy his problems. Now, instead of just having his most obvious problem solved, every effort would be made to uncover and deal with his entire complex of problems.

An important key to the success of the NSP plan for dealing with poverty is the neighborhood worker. This worker must seek out and counsel the "hard-core" families, encourage them to visit the intake unit, accompany them to the agencies to which they are referred, and follow them up for an extended period of time.

Another key to an effective service program is the development of a system for storing and retrieving complete information on services available and clients served. This system not only serves the individual client, but also is essential for spotting trends in community needs and in usage of services and for identifying

gaps in service programs.

Planning and administration are also essential elements in the NSP operation. The Ecumenical Center in Roxbury, Inc., has been providing these core services. Extensive efforts have been undertaken to encourage neighborhood residents, including the informal leaders, to join planning groups, advisory committees, and the corporation. The staff of the Ecumencial Center, as directed by the planning groups, advisory committees, and the board of directors of the corporation, provides coordination and continuity for the NSP. The Center provides the guidance, the writing and creative skills, and other resources needed to move proposed programs from the planning stage to the funding stage. The Center also acts to provide financial management for the many funded projects and to supply other technical assistance as needed.

The Center feels that during the first nine months of 1968 the Boston Neighborhood Service Project has developed a very strong foundation. Advances have been made in all of the key areas mentioned above. There is every reason to believe that the impact of the project on the community will continue to grow and the project, itself, will continue to increase in effectiveness.

Part II

ECUMENICAL CENTER ADMINISTRATION

Core Services

As the coordinating agency for the Boston Neighborhood Service Project, the Ecumenical Center in Roxbury, Inc., is emphasizing the development of a comprehensive service system. The Center is using all available means to integrate and link and strengthen all the elements in that system.

Strong policy-making bodies are being developed around the system components. The Center's NSP staff is available to work both with community residents and with service agencies to develop proposals planned and approved by all concerned. The Center's staff supplies whatever skills and resources are needed to get the proposals funded. Once a proposal has become a funded program, the role of the Center then revolves around the coordination of efforts required to achieve the goals of the program and to assure the complete integration of the program in the NSP system. In addition, the Center is responsible for the proper financial management of the funded projects so that they will meet all federal guidelines with respect to federal contracts.

An important innovation which the center put into effect recently was the assignment of the Board of Director's standing committees to review and to provide all possible assistance in the development of proposals in specified areas. The Board voted to divide the responsibility among its five standing committees on the basis of the federal agency involved:

1. The Executive Committee to deal with matters related to the Bureau of the Budget, the group responsible for evaluating the NSP nationally.

2. The Finance Committee to review proposals related to the Office of Economic Opportunity (OEO).
3. The Program Committee to review proposals related to Health, Education, and Welfare (HEW).
4. The Personnel Committee to review proposals related to Labor and Manpower.
5. The Building Committee to review proposals related to Housing and Urban Development (HUD).

This innovation has literally activated the members of the Board of Directors and provided them with an opportunity to make important contributions to the Neighborhood Service Project and to develop expertise in their assigned areas of specialization. It is important to note that membership on these review committees is not restricted to Board members. Anyone in the community can serve on any review committee in which he is interested.

The Executive Director of the Ecumenical Center is the Project Director for the Boston Neighborhood Service Project. The Project Director has the ultimate responsibility for coordinating all of the NSP programs currently operating in the community. The NSP programs listed are now functioning in the Roxbury-North Dorchester area and are providing services and employment for residents of that area.

FUNDED BY OEO:

1. Intake, Information and Referral System.

   An ongoing program to serve the total family. The Foundation for the entire NSP linkage system, now operating four intake units. Program and policy input by the Ecumenical Center.

   See Part III of this refunding proposal for detailed information.

2. After School Group Work Program.

A cultural enrichment and recreation program for children from 6 to 12 after school and during the summer. Program and Policy input by the Ecumenical Center.

See Part III of this refunding proposal for detailed information.

3. Head-Start Day Care Program.

Full day-care and pre-school education for children from 3 to 5. Policy input by the Ecumenical Center and the Parent Policy Advisory Committee.

4. Parent-Child Center.

An ongoing program delegated to the Roxbury Federation at Norfolk House. Policy input by the Parents Advisory Committee.

FUNDED BY HEW:

5. Outreach Program for Problem Drinkers.

Approved three-year project to restore problem drinkers to their normal functioning capacities. Program and policy input by the Blue Hills Christian Center and by For Individual Recovering Sound Thinking (FIRST).

6. Health Project for Children and Youth.

To expand health services for children and youth, and maternal and infant care services. To insure community planning and involvement in health services. Policy input by Roxbury Health Service Committee.

7. Community Health Education Project.

To provide a link between the providers and the users of health services which will help improve the health of the Roxbury community. Policy input by the Ecumenical Center.

8. Nutrition Program for the Elderly.

To improve the health of the aged by providing them with assistance in planning balanced meals. Policy input by the Roxbury Federation of Neighborhood Centers.

9. Public Welfare Demonstration Project.

To help the Welfare Department to become more sensitive to community needs and to hire welfare recipients as providers of service. Policy input by Mothers for Adequate Welfare, Inc.

FUNDED BY DEPARTMENT OF HEALTH AND HOSPITALS, STATE OF MASSACHUSETTS.

10. Center for Handicapped Children.

To provide rehabilitation services for physically handicapped children. Policy input to be determined.

FUNDED BY NATIONAL INSTITUTE OF MENTAL HEALTH AND BY STATE OF MASSACHUSETTS:

11. Mental Health Community Consultation and Education.

Community organization approach to mental health needs by teaming together professionals and paraprofessionals. Policy input by residents of the community and state advisory board.

FUNDED BY BOSTON CHILDREN'S SERVICE AND CHURCH HOME SOCIETY:

12. Special Projects to Aid Children.

To provide services to possible neglected children and to provide adoption services. Program includes rehabilitation of Jewish School located at Elm Hill and Brunswick. Policy input by Boston Children, Service, Church Home Society, and Neighborhood Service Projects.

Future plans of the Ecumenical Center include the addition to its staff of a Program Development Specialist who would assist the Executive Director in developing program designs for the numerous components of the NSP system. The specialist would review existing programs with the program coordinators and directors and with outside evaluators.

The Program Development Specialist also would construct long-range plans which would incorporate both on-going and new programs.

Working with three Program Development Assistants, the specialist would develop and screen ideas and proposals to extend the services of the NSP system, or to increase its effectiveness and efficiency.

On the next several pages is a listing of the agencies which are active in the NSP system. A general description is given of their system imput.

On the pages which follow the agency listing are an organization chart and job descriptions for the Ecumenical Center staff. All of the positions shown and described are essential if the Center is to perform effectively its developmental, coordinating, advisory, and supervisory duties as the delegate agency for the Boston Neighborhood Service Project.

NSP Agency Services and Programs
Linkage Patterns

Agency	Commitments to Boston NSP
1. Ecumenical Center In Roxbury, Inc.	Commits all its personnel, space and private funds for the conduct and administration of the NSP. Seeks local share contributions in order to insure local maintenance of effort. Has direct input into all of the following services and linkages, and is the NSP Community Corporation.
2. Office of Economic Opportunity. (OEO)	Funds core services of the NSP, along with the Head-start Program at the Ecumenical Center and the Parent-Child Center.
3. Health, Education, and Welfare (HEW)	Funds and provides technical assistance for the following programs: (a) Outreach Program for Problem Drinkers, (b) Community Health Education Program, (c) Co-ordinated Nutrition Program for the Elderly, (d) Two Children and Youth Clinics, and (e) Outreach Program for the Elderly Program.
4. Housing and Urban Development (HUD)	Reserving funds for a 703 multi-purpose neighborhood facility.
5. Federal Regional Teams (FRT)	Provides direct consultation to the NSP corporation in terms of funding sources and linkages with local, state, and federal agencies.
6. Massachusetts Department of Commerce and Development	Provides consultation to the NSP relative to state inputs and funding sources. Serves as a linking agent and as an expediter of NSP related programs.
7. Action For Boston Community Development, Inc. (ABCD)	Acts as sponser for the NSP and provides accounting and fiscal mangement. Also provides technical assistance to the NSP.

8. Roxbury-North Dorchester Area Planning and Action Council	Provides technical assistance at the community level. Responsible for the conduct of one NSP Intake, Information, and Referral Unit at Orchard Park Housing Project. Provides staff, space, supplies, sub-area elected personnel for the development of NSP programs.
9. Roxbury Multi-Service Center	Responsible for conduct and administration of the NSP's four Intake, Information, and Referral Units. Provides staff, space, equipment, and supplies to the NSP delivery system. Assist in the development of the NSP information bank.
10. Roxbury Federation of Neighborhood Centers	Responsible for conduct and administration of (1) An Intake, Information, and Referral Unit, (2) The Parent-Child Center, and (3) The Coordinated Nutrition Program for the Elderly. Provides space at two locations, equipment, and supplies.
11. Blue Hill Christian Center	Shares program functions with the Ecumenical Center in the implementation of The Outreach Program For Problem Drinkers. Provides vehicle and administrative resources in connection with the Problem Drinker Program.
12. Mothers For Adequate Welfare	Provides consultation to NSP on Welfare programs. Provide policy input for the Public Welfare Demonstration Project of the NSP.
13. Massachusetts Department of Public Welfare	Provides in-house personnel to staff the NSP Public Welfare Demonstration Project. Also provides staff for consultation and space for operating.
14. Boston Children's Services Church Home Society	Private welfare agency providing $300,000 in services, staffing, and programming for neglected children in NSP service area. Also committing $125,000 to rehabilitate gutted school for its headquarters. Will provide adoptive services

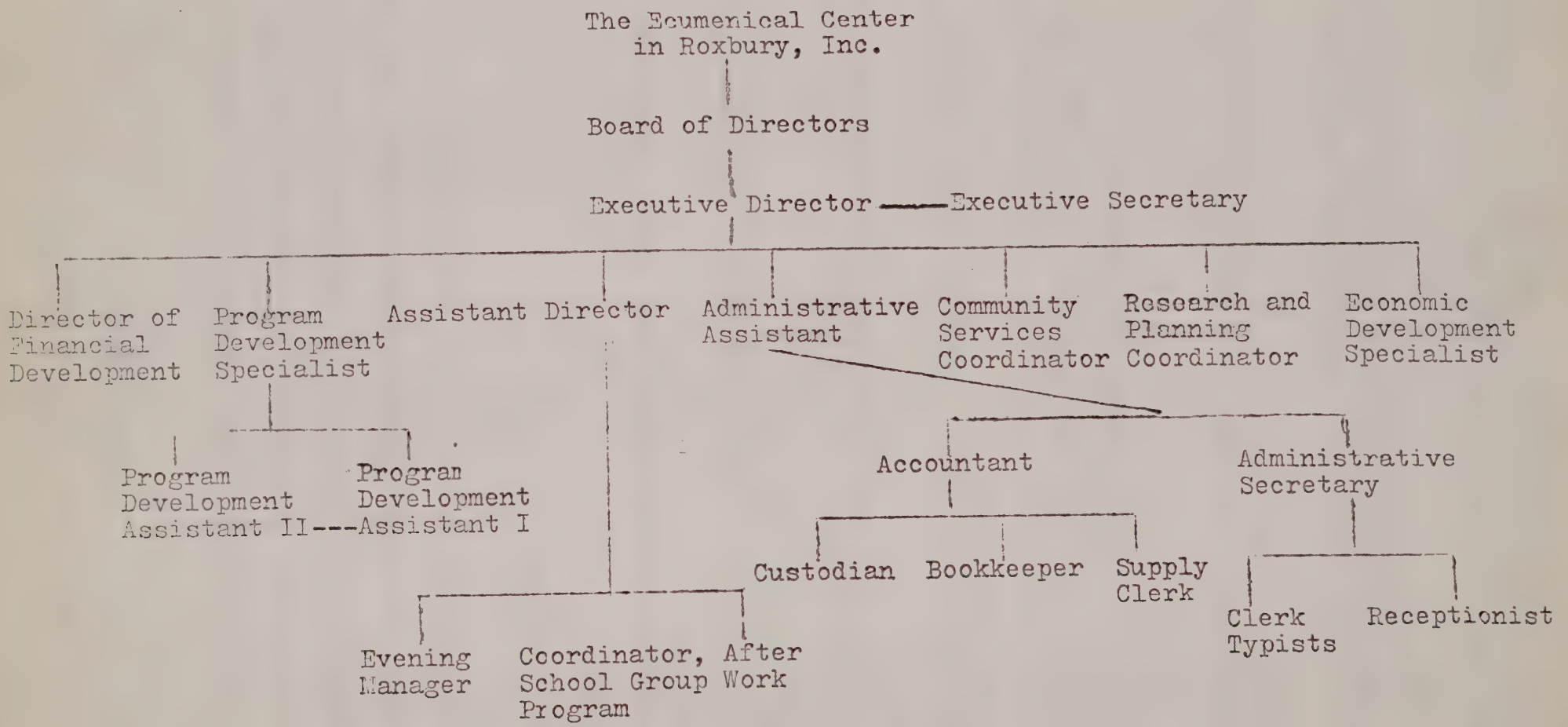
NSP Agency Services and Programs
Linkage Patterns

Agency	Commitments to Boston NSP
15. Massachusetts Public Health Department Crippled Children's Services	Committed $120,000 to the NSP system for staffing and programming of a pre-school center for physically-handicapped children in Roxbury. Site will be New England Hospital.
16. Beth Israel Hospital Department of Pediatrics	Providing staff and back-up services for an NSP Children and Youth Clinic being established at the New England Hospital Nurses Home. Child Care Program provides comprehensive medical care for children enrolled in Ecumenical Center's Head Start Program and other community programs.
17. Boston City Hospital Department of Pediatrics	Providing staff and back-up services for an NSP Children and Youth Clinic being established at the Washington Park Shopping Mall.
18. Boston University School of Medicine, Division of Psychiatry	Provides consultation to NSP staff, both supervisors and outreach workers. Also provides technical assistance in the development of health-related programs.
19. National Institute of Mental Health	Funding a consultation and education program in conjunction with the Boston University School of Medicine, Division of Psychiatry, and the NSP.
20. Tufts University School of Dentistry	Provides dental services to thirty children and adults per week referred by the NSP Intake, Information, and Referral Units.
21. Cooper Community Center	Has committed staff, space, and supplies for NSP programs. Also provides training opportunities for New Career trainees to be assigned to the Parent-Child Center.

All of the above agencies have agreed to participate in the development of the NSP delivery system, particularly the necessary inputs such as uniform intake procedures for the total system, coordinated training sessions, an intramural referral system, and the establishment of a central information bank. This bank will be related not only with the NSP system but also with other information systems that have particular relevance to the NSP social services delivery system.

ECUMENICAL CENTER ADMINISTRATION

Organization Chart



ECUMENICAL CENTER ADMINISTRATION

Job Descriptions

Introduction

Job candidates residing in the Roxbury-North Dorchester NSP area will receive preference. Candidates may be given credit for experience in lieu of educational qualifications. Similarly, credit may be allowed for experience which reasonably approximates the specific experience requirements listed in a job description.

1. EXECUTIVE DIRECTOR

Qualifications

a. Graduate degree in Social Work, Social Psychology, or Theology.

b. Five years field experience, after completion of graduate study, in supervisory or administrative work in communities similar to the NSP area.

c. A working knowledge of the disciplines of Social Work, including case work, group work, and community organization.

d. Experience in financial management and budgeting for a social service agency.

e. Ability to function effectively with representatives from a variety of groups and sections in the community, and to provide leadership and guidance to a staff of professional and non-professional personnel.

Duties

a. Administrate, supervise, and coordinate all programs and personnel in the Center, including the Neighborhood Service Project.

b. Insure that all program planning and operational activities of the Ecumenical Center and other subordinate programs are linked with the total community social service delivery system.

c. Plan and administer, with the Board of Directors of the Ecumenical Center, the budgets of the Ecumenical Center and the Neighborhood Service Project.

d. Select and supervise the Neighborhood Service Project's staff, both professional and non-professional, employing community residents wherever possible.

e. Evaluate and adjust the NSP programs, with the Board of Directors of the Ecumenical Center and the NSP Local Agency Group, so that the rapidly changing needs of the community are met.

f. Interpret the agency programs and the neighborhood needs for the Board of Directors of the Ecumenical Center and for the Board's committees.

g. Interpret the social needs of the neighborhood as a basis for more effective local, state, and national planning.

h. Develop and sustain working relationships with other community agencies, both private and public, so that the program inputs available to the NSP are maximized.

i. Act as the primary interpreter to the federal agencies of the needs of the community.

j. Recruit and train the staff required to assist the Executive Director in carrying out his responsibilities to the Ecumenical Center and to the Neighborhood Service Project.

Salary

$15,000

2. ASSISTANT DIRECTOR

Qualifications

a. Graduate degree in Education, Educational Sociology, or Social Work (preferably group work sequence).

b. Two years experience at the supervisory level in a social service agency.

Duties

a. Under the direction of the Executive Director, develop and supervise the carrying out of policies and programs of the Ecumenical Center and the Neighborhood Service Project.

b. Coordinate and expedite the programs operated by the Center, delegating direct supervision of program or component staffs to the unit director of each staff.

c. Implement the organization of groups in the community when necessary to achieve the goals of the Center of the Neighborhood Service Project.

d. Develop continuing relationships with all groups in the community so that changing needs are discovered promptly.

e. Conduct staff training workshops and seminars in conjunction with other members of the staff and/or consultants.

f. Provide technical assistance to the NSP program directors and coordinators.

g. Maintain schedules for the use of the Center's physical facilities.

h. Recruit volunteers as required for executing Center programs.

i. Operate the Center in the absence of the Executive Director.

Salary

$13,000

3. ADMINISTRATIVE ASSISTANT

Qualifications

a. College degree in Business Administration, Social Sciences, or other fields related to social service.

b. Knowledge of administrative practices and procedures, and an understanding of financial reports and budgeting procedures.

c. Two years experience in an administrative capacity.

Duties

a. Responsible to the Executive Director to supervise and coordinate all general administrative personnel, and financial-reporting functions and policies of the Ecumenical Center and the Neighborhood Service Program.

b. Assist supervisors and program directors in implementing personnel policies.

c. Insure that proper financial records are maintained, and that financial statements and other required data are prepared and filed on a timely basis.

d. Assist in the development of all budgets and exercise budget controls on all budgets.

e. Process all contracts entered into by the Ecumenical Center and other agencies, assuring that Center interests are protected.

f. Approve requisition orders and approve invoices submitted against the orders.

g. Assure the smooth and timely flow of information, both internally and externally.

h. Supervise the procurement and maintenance of all equipment, materials, supplies, insurance, and fringe benefits for the Center and its employees.

i. Compile necessary data from employee time sheets.

j. Speak to groups who have expressed an interest in the programs of the Center.

k. Attend all supervisory and administrative meetings; attend other meetings in the absence of the Executive Director.

Salary

$8,000

4. DIRECTOR OF FINANCIAL DEVELOPMENT

Qualifications

a. Academic training or experience in the fields of fund-raising and public relations.

b. Working knowledge of foundations and churches with respect to their patterns of contributing to social service agencies.

c. Experience and competence in communicating with the financial and general business communities.

Duties

a. Responsible to the Executive Director for a continuing effort in exploring ways to obtain public and private funds, and to provide continuity for projects and programs undertaken by the Ecumenical Center.

b. Keep the Executive Director up-to-date on potential sources of funds.

c. Develop and maintain contacts with private foundations and with other organizations which could, either through cash or in-kind contributions, assist the Center in achieving its goals.

d. Assist the Accounting Department in allocating funds from donors. Provide assistance in developing financial reports and budgets.

e. Plan and develop a sustained program of public relations under the direction of the Executive Director.

Salary

$15,000

5. PROGRAM DEVELOPMENT SPECIALIST

Qualifications

a. Degree in sociology, psychology, education, or business administration. Graduate study in urban sociology community organization, business administration, or any other field related to community or social planning.

b. Demonstrated ability to write documents such as proposals, narrative reports, and program evaluations.

c. Familiarity with the grant procedures of the various federal and state agencies including budgeting, indirect costs, program justification, and evaluation procedures.

d. Ability to work with people and their ideas in an effort to develop community-based, community-supported, and community-directed projects and programs.

Duties

a. Responsible to the Executive Director to assist him in the development of program designs for components of the Neighborhood Service System.

b. Review and revise, if necessary, design of the Neighborhood Service Project, in conjunction with program personnel and consultants, for refunding and control purposes.

c. Develop long-range plans for new projects for fiscal 1969 and 1970 funding.

d. Coordinate and supervise the writing of all refunding documents and applications, as well as new program pro-

maintain the cohesiveness and coordination necessary for its effectiveness.

e. Consult with community groups wishing to develop new programs, and provide them with the technical assistance needed to develop proposal applications.

Salary

$11,000

6. PROGRAM DEVELOPMENT ASSISTANT II

Qualifications

a. Two years experience working in or with community groups, either on a voluntary or paid basis.

b. Ability and initiative to operate in an unstructured situation without constant direct supervision.

Duties

a. Responsible to the Program Development Sepcialist to develop program ideas and proposals that will extend the scope of the Neighborhood Service Project System.

b. Assist the Program Development Specialist in the program development process by meeting with individuals and groups who express the need for services in specific areas.

c. Call together representatives of community agencies and organizations which offer programs or services for which a need has been expressed.

d. Encourage and assist community agencies and organizations who have expressed an interest in developing new programs or services to meet community needs.

e. Explore ways to coordinate existing services and plan the long-range expansion of services.

f. Identify specific problem areas which call for new program proposals, and initiate discussions concerning the scope and content of the programs among concerned individuals and groups.

g. Contact the appropriate federal, state, city, and community groups operating in a particular problem area and assist these groups in reaching program development decisions which are acceptable to all.

Salary

$7,000

7. PROGRAM DEVELOPMENT ASSISTANT I

Qualifications

a. One year of experience working in or with community groups, on either a paid or a voluntary basis.

b. Ability and initiative to function in an unstructured situation with a minimum of direct supervision.

Duties

a. Responsible to the Program Development Specialist to develop ideas and proposals for programs that will strengthen the services of the Neighborhood Service Project system.

b. Assist the Program Development Specialist in the program development process by meeting with individuals and groups who have expressed a need for services in specific areas.

c. Contact representatives of appropriate community agencies or organizations offering programs or services to meet any expressed need or evidencing interest in offering any assistance in the area of need.

Salary

$5,500

8. ACCOUNTANT

Qualifications

a. High school and business school training.

b. Knowledge of and three years experience in double-entry bookkeeping through Trial Balance.

Duties

a. Responsible to the Executive Director to maintain the financial records of the Ecumenical Center and of the Neighborhood Service Project in accordance with generally accepted accounting practices, including the accumulation of income and expense summaries on a regular basis.

b. Prepare financial statements to meet all governmental filing requirements, and all Center and NSP requirements.

c. Account for and oversee the flow of funds into program areas.

d. Assist in constructing budgets and establishing methods for budget control.

e. Insure that accounting procedures used are compatible with those used by federal funding agencies.

f. Supervise building maintenance, both through the custodian and through contracted custodial services.

g. Control the purchasing and distribution of office supplies.

Salary

$9,000

9. BOOKKEEPER

Qualifications

a. High school and business school training.

b. One year of experience in bookkeeping.

Duties

a. Responsible to the Accountant to assist in gathering figures for the financial reports and records required by the Center, the NSP, and governmental departments and agencies.

b. Aid in the preparation of the payroll, the maintenance of payroll records, and the filing of payroll forms with appropriate Federal and State government departments.

c. Assist in preparing personnel forms and keeping them up-to-date, including the maintenance of all records pertaining to employee insurance benefits.

d. Assist the Accountant in overseeing the funds of the Ecumenical Center, both Federal and private.

Salary

$5,500

10. EXECUTIVE SECRETARY

Qualifications

a. High school and business school training, with high aptitudes in English and grammar.

b. Proficiency in statistical and narrative typing, taking dictation, using dictaphone.

c. Ability to make independent decisions for the benefit of the Ecumenical Center while carrying out a variety of duties.

d. Three years experience in the secretarial field.

Duties

a. Responsible to the Executive Director for whatever secretarial, administrative, or clerical duties he may require, including the modifying and over-seeing of records, filing, and the periodic reports for which the Executive Director is responsible.

b. Route mail and maintain an appointment calendar for the Executive Director.

c. Undertake research on special problems as deemed necessary by the Executive Director.

d. Handle, transmit, and file confidential correspondence and memoranda.

e. Attend meetings as requested by the Executive Director.

f. Assign routine work to the clerical staff through the Administrative Secretary.

g. Compose letters in reply to routine inquiries regarding standard procedures, policies, and agreements entered into by the Executive Director.

Salary

$6,000

11. ADMINISTRATIVE SECRETARY

Qualifications

a. High school and training in steno-typing or shorthamd, with high aptitudes in English and grammar.

b. Administrative or supervisory experience preferred, plus the ability to learn quickly and remain up-to-date on the administrative operations of the Ecumenical Center.

Duties

a. Responsible to the Administrative Assistant to assist as required in general typing.

b. Supervise and train the Clerk-typists and the Receptionist.

c. Assist the Director of Financial Development in maintaining complete records of all gifts and in acknowledging them.

d. Supervise and assist in typing of proposals, evaluations, and general business letters.

e. Handle and assist in typing of program summaries, minutes of program and administrative staff meetings.

f. Oversee and assist in the typing and dissemination of administrative memoranda.

g. Supervise the maintenance of the mimeograph machines and the typewriters used by all members of the staff.

h. Aid the Assistant Director in maintaining schedule for the use of the Center's physical facilities.

Salary

$6,000

12. CLERK-TYPIST

Qualifications

a. High school graduate or equivalency.

b. Typing speed of at least 40 words-per-minute with accuracy.

Duties

a. Responsible to the Administrative Secretary to assist in handling the daily typing load.

b. Aid in routine clerical work, including filing and sorting of correspondence and records.

Salary

$4,500 - $4,750

13. RECEPTIONIST

Qualifications

a. Reasonable competence in typing, together with experience in handling a "switchboard" or willingness to undergo telephone company training.

b. Pleasant personality.

Duties

a. Responsible to the Administrative Secretary.

b. Work cooperatively with all staff members, sort and distribute all incoming mail.

c. Maintain an air of cordiality and respect toward all guests, visitors, job applicants, in fact anyone having business of any nature at the Center.

d. Assist all persons to reach the appropriate staff member or program, and give out public information about programs.

e. Operate the central call director.

f. Engage in routine typing.

Salary

$4,500

14. EVENING MANAGER

Qualifications

a. Ability to deal in a pleasant and cooperative manner with persons calling or visiting the Center.

b. Ability to cope with a variety of problems in the general building management area.

Duties

a. Responsible to the Assistant Director.

b. Provide information and general assistance to all persons telephoning the Ecumenical Center and to those calling in person.

c. Arrange meeting rooms for groups as necessary and provide groups with any essential services requested.

d. Secure building at the end of 5 to 11 P.M. work period.

Salary

$4,500

15. CUSTODIAN

Qualifications

a. Ability to perform minor repairs in areas of carpentry and plumbing.

b. Custodial and maintenance experience preferred.

Duties

a. Responsible to the Accountant.

b. Maintain the Ecumenical Center building and grounds in a presentable condition.

c. Insure that fire hazard regulations and other safety rules are observed.

d. Set up rooms according to daily meeting schedule.

e. Make minor repairs as necessary.

Salary

$4,000

16. SUPPLY CLERK

Qualifications

a. Willingness to accept resonsibility for controlling supplies.

b. Previous experience in maintaining supply inventories preferred.

Duties

a. Responsible to the Accountant.

b. Control inventories of consummable supplies.

c. Pick-up and deliver required supplies as requested.

Salary Basis

$5,000

Part III

INTAKE, INFORMATION, AND REFERRAL SYSTEM

Core Services

Considerable progress has been made in the establishment of an NSP Intake, Information, and Referral System in the Roxbury-North Dorchester area. Four Intake Units are now functioning in the area:

Roxbury Federation at Shaw House

Roxbury-North Dorchester APAC (Orchard Park)

Roxbury Multi-Service Center

Ecumenical Center in Roxbury

The intake units served more than 195 new clients and 135 old clients in a recent month. To help these clients with their problems, more than 335 referrals to other agencies were made. These figures are increasing each month.

These agencies have already experienced a number of benefits as a direct result of a series of meetings attended by representatives from all four of them. One outcome was a series of forms which are now being used successfully by all four intake units. Copies of three of these forms (a registration form, an assessment form, and a referral form) will be found at the end of Part III.

However, there have been benefits much more subtle than these printed forms, benefits which may prove to be extremely helpful in creating the interlocking social service delivery system which is the major NSP goal. The representatives from the four agencies found that they were all faced with similar problems and that they shared common goals both on a personal level and at the agency level.

Then they discovered that sharing their problems with each other helped them discover solutions which might otherwise not have been considered.

Clients using the four intake units are now receiving benefits never before available to them. A client is asked to supply extensive personal information only at the intake unit, regardless of how many agencies might be called upon to act to solve that client's total problem complex. The basic information supplied at the intake unit is forwarded to a central information bank. The bank then supplies each agency called upon to serve a client with whatever personal information the particular agency needs to deal with its aspect of the total problem complex. In this way, a client's highly confidential information receives a minimum of distribution. Another benefit for the client is the fact that he need only prove his eligibility for assistance once, at the intake unit.

Extensive plans have been laid for developing the central information bank so that it can better serve individual clients, the service agencies, and the community as a whole. It is expected that trends in community needs and services will be spotted promptly through this central information system. It is essential that both gaps in services and duplications of services be identified as early as possible, another task the central information bank can perform. Furthermore, over a period of time, data will be accumulated for analyzing the differences in results from alternative methods of dealing with similar problem complexes.

Another goal of the central information bank is same-day service. An expediter will pick up data from every intake unit twice each day, mid-day and late afternoon. That means that a

client who registers in the morning will be "on file" that afternoon. And a client who registers in the afternoon will be "on file" by early evening.

The Intake, Information, and Referral System staff feels that two additional intake units are required to provide more efficient coverage of the community. One of these would be located in Highland Park, the other in Lower Roxbury. These particular areas are presently somewhat isolated from the intake units in operation.

In cooperation with the Community Health Education Project, three Intake, Information, and Referral sub-units will be opened. This will further localize the intake system, and will provide training situations for the key intake units. The function of the intake sub-units under the present plan would be restricted to the registration of clients, with the major assessment task being performed by one of the key intake units.

A number of plans have been developed to help strengthen all intake units. Periodic reports from supervisors are being screened carefully to determine what training needs exist. Regular meetings of supervisors are held at which supervosors can share their problems and successes.

More intensive training programs for the community workers are also being considered. Several local universities have been contacted to see whether a curriculm could be developed leading to a diploma attesting to training in the community organization field. Tuition subsidies are also under consideration.

No single element of the Intake, Information, and Referral System is more essential than the community worker. It is the worker who must get through to the hard core individuals and families.

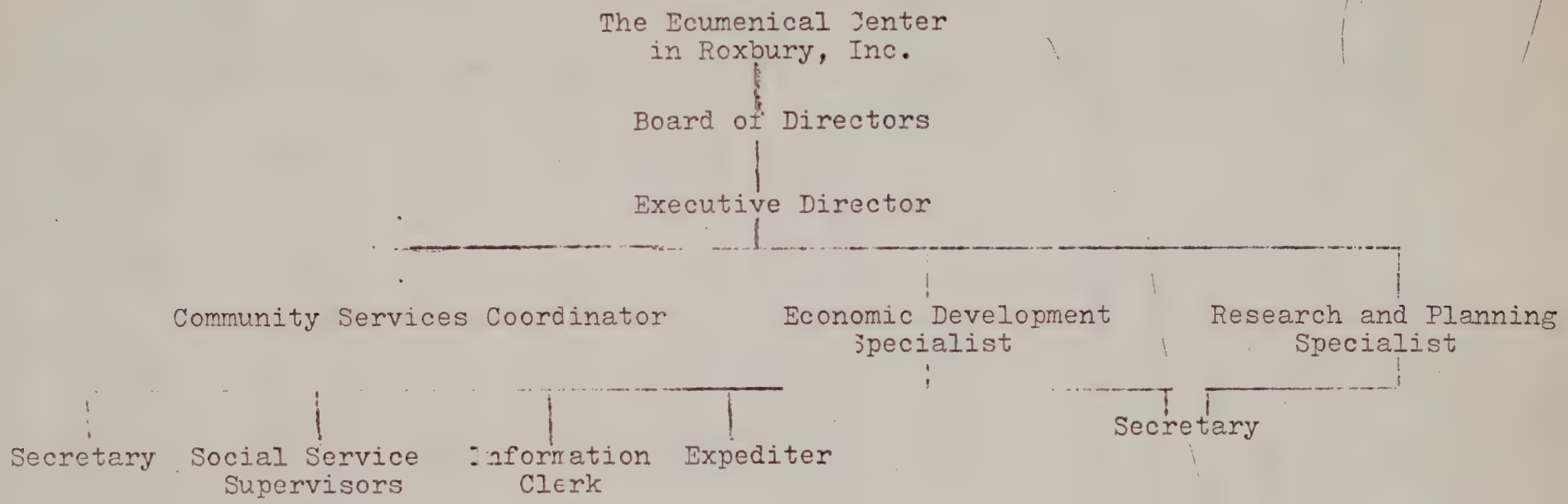
It is the worker who must contact the "hidden" families and individuals, those who are not informed about available services or who are simply too shy to take the necessary steps to apply for the services.

To assist the workers in ferreting out all the people who have needs, an extensive publicity program is planned. Flyers will be used to blanket the neighborhood, directly door-to-door, and indirectly through churches and other neighborhood outlets. Posters will be put up in strategic locations. Neighbors will be asked to inform those who don't or won't answer the knock at the door. Newspapers and radio and television stations will be fully informed of the program in the hope that they will help publicize it.

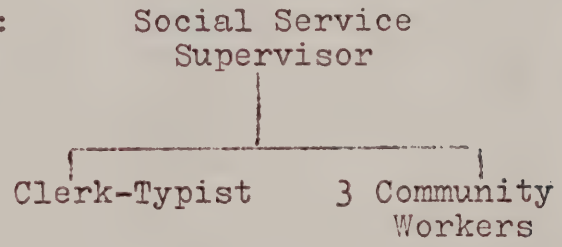
On the following pages are an organization chart plus job descriptions for the Intake, Information, and Referral System staff. This is the minimum staff required to continue the present program and strengthen it with the innovations described in the preceding pages.

INTAKE, INFORMATION, AND REFERRAL SYSTEM

Organization Chart



Intake Unit Organizational Structure:



INTAKE, INFORMATION, AND REFERRAL SYSTEM

Job Descriptions

Introduction

Job candidates residing in the Roxbury-North Dorchester NSP area will receive preference. Candidates may be given credit for experience in lieu of educational qualifications. Similarly, credit may be allowed for experience which reasonably approximates the specific experience requirements listed in a job description.

1. COMMUNITY SERVICES COORDINATOR

Qualifications

a. Undergraduate degree in sociology, social work, psychology, or a related field, together with graduate work in one of the areas of urban sociology, is preferred.

b. Three years experience in directing a community action program or some other community service effort, including the supervision of program staff.

c. Demonstrated ability in the development of an intensive program for non-professional personnel in the social service field.

d. Administrative ability and experience with budget management, personnel management, and coordination of services.

e. Ability to coordinate the efforts of a number of independent agencies so that, through negotiation and joint planning, a social service system can be developed.

Duties

a. Responsible to the Executive Director to implement the Intake, Information, and Referral system, and to coordinate the work of all the intake units operating within the framework of the system.

b. Develop a training program for the social service supervisors and the community workers employed in the intake units.

c. Supervise a continuing program to develop uniform intake, information, and referral procedures and forms.

d. Develop a system to bring residents together to discuss common problems and issues of concern and to mount collective action campaigns to seek solutions.

e. Coordinate the NSP intake units with the work of the "Little City Halls."

f. Assist in the planning for the expansion of intake, information, and referral units to additional NSP agencies and organizations.

g. Coordinate the NSP intake unit program with the Welfare Demonstration Project.

h. Work with agencies and organizations both inside and outside the Roxbury community and coordinate the complete network of services.

i. Report periodically to the Executive Director and to the NSP Board on the progress of the intake, information, and referral unit system.

j. Work closely with the program committees of the NSP.

Salary

$11,000

2. RESEARCH AND PLANNING SPECIALIST

Qualifications

a. Undergraduate degree plus two years of graduate study in the field of urban sociology or urban planning, together with some knowledge of statistical studies and data collection; or undergraduate degree in sociology, psychology, or social work plus three years experience in community action programs, social planning, or community organization.

b. Administrative ability demonstrated by experience directing or managing a program or project.

c. Knowledge of modern information systems and their potential in planning and operating programs to solve community problems.

Duties

a. Responsible to the Executive Director for coordinating the planning and implementation of the Neighborhood Service Project information system in close conjunction with the Community Services Coordinator.

b. Initiate the development of uniform intake, information, and referral procedures and forms which can be used effectively by all NSP units.

c. Train and supervise workers in the techniques of operation of the central information bank for for the system.

d. Develop long-range plans for adapting the NSP information system to a computer system, and for incorporating the NSP information in a city-wide information system.

e. Assist the Executive Director in the development of joint planning by all the agencies in the NSP system so that present programs can be more effective, coordination and communications can be increased, and new programs and services can be developed to satisfy unmet needs.

f. Assist the participating agencies and organizations in developing coordinated methods for delivering services to the community, including the expansion of the Intake, Information, and Referral System.

g. Report periodically to the Executive Director on the progress of the NSP Information System and the interagency planning efforts.

Salary

$11,000

2. ECONOMIC DEVELOPMENT SPECIALIST

Qualifications

a. A Bachelors Degree in Economics, Business Administration, Marketing or some related degree in the field of business.

b. Demonstrated ability to work with small businessmen either individually or cooperatively.

c. Knowledge of the economics of the inner city and its relationship to individual home owners and entrepreneurs.

Duties

a. Encourage and assist community residents to acquire capital in order to open their own businesses such as light manufacturing, retailing wholesale enterprises.

b. Assist in the formation of buying clubs and co-operatives.

c. Assist the Intake, Information and Referral units in the educating of residents around matter related to consumer economics.

d. Establish Training programs in business management; Budget construction and project planning; inventory levels and controls and other related skill areas.

e. Engender cooperative ownership of property, stores by making shares available to the community.

f. Stimulate residents to use pressure on local merchants to achieve pricing comparable to the rest of the city.

g. Assist social service agencies in the community to develop means such as co-operative laundromats, by which their programs can be subsidized.

h. Design economic development proposals which can be co-ordinated and linked with the Neighborhood Service Project.

Salary

$9,000

4. SOCIAL SERVICE SUPERVISOR

Qualifications

a. Undergraduate degree in sociology, psychology, or social work and one year of practical experience in community service, preferably in an urban ghetto area; or equivalent experience, consisting of three years experience in community service work or a community action program.

b. Two years experience in supervising non-professional workers.

c. Ability to direct training sessions to improve the effectiveness of community workers.

d. Knowledge of programs and services operating in the Roxbury-North Dorchester area and a concern for coordinating them.

Duties

a. Responsible to the Community Services Coordinator for the overall administration of an Intake, Information, and Referral Unit.

b. Supervise and train the three community workers and the clerk-typist in each unit.

c. Assist in the development of uniform intake, information, and referral procedures and forms.

d. Aid in the development of an effective "information bank."

e. Supervise the implementation of the intake, information, and referral reporting system.

f. Provide direct client service by carrying a modest caseload.

g. Assist the Community Services Coordinator in planning for the expansion of intake units.

h. Work with NSP Program Committees as required.

Salary

$8,000

5. COMMUNITY WORKER

Qualifications

a. Understanding of and concern regarding the needs of the NSP community.

b. Knowledge of the social and economic resources and available to meet community needs.

c. Ability to relate to community residents and communicate effectively with them.

Duties

a. Responsible to the Social Service Supervisor for performing outreach, initial contact, and follow-up functions from the Intake Unit.

b. Stimulate maximum involvement of low-income residents by informing them of the purpose of the Intake Unit by maintaining contacts where special efforts are needed to bring some residents to the Intake Unit.

c. Set up informal meetings with community residents where common neighborhood problems can be discussed and plans developed to help solve the problems.

d. Disseminate information throughout the community so that the largest possible percentage of the population is kept informed.

e. Assist in gathering data for information and record-keeping purposes.

Salary

$5,500

6. CLERK TYPIST

Qualifications

a. High school graduate or equivalency.

b. Typing speed of at least 40 words-per-minute with accuracy.

Duties

a. Responsible to the Social Service Supervisor for routine typing and filing.

b. Assist in the dissemination of information from and to the Intake Unit.

Salary Basis

$4,800

7. INFORMATION CLERK

Qualifications

a. High school graduate or equivalency.

b. Experience in gathering data for statistical analysis is preferred.

c. Knowledge of modern data processing methods and systems.

Duties

a. Responsible to the Community Services Coordinator for assisting in the basic design of the Intake, Information, and Referral System's forms, data collection methods, and techniques for data analysis.

b. Organize the gathering of data from intake units and agencies, and maintain records.

c. Provide data required for reports and for program evaluation.

d. Provide information requested by agencies and intake units in accordance with rules established by these groups.

Salary

$5,500

8. SECRETARY

Qualifications

a. High school and business training, with aptitudes in English and in grammar.

b. Proficiency in statistical and narrative typing, taking dictation, using dictaphone.

c. Two years experience in the secretarial field.

Duties

a. Responsible to the Community Services Coordinator for whatever secretarial, administrative, or clerical assistance he may require.

b. Maintain an appointment calendar for the Coordinator.

c. Handle routine telephone calls and letters.

Salary

$5,500

9. SECRETARY

Qualifications

a. High school and business training, with aptitudes in English and in grammar.

b. Experience in statistical and narrative typing, taking dictation, using dictaphone.

c. Two years secretarial experience.

Duties

a. Responsible to the Research and Planning Specialist and the Economic Development Specialist for whatever secretarial, administrative, or clerical assistance they may require.

b. Maintain an appointment calendar for the two Specialists.

c. Provide relief for the Specialists, where possible, by handling routine telephone calls and letters.

Salary

$5,500

10. EXPEDITER

Qualifications

a. Mail room and/or messenger service experience preferred.

b. Candidate with his own car is required for this position.

Duties

a. Responsible to the Community Services Coordinator for scheduled pick-up and delivery services, twice each day (mid-day and late afternoon), at each Intake Unit.

b. Perform general clerical assistance for the Community Services Coordinator and the Information Clerk as requested.

Salary

$4,800

NEIGHBORHOOD SERVICE PROJECT

INTAKE, INFORMATION and REFERRAL

REGISTRATION FORM

ITER_____ REGISTRATION NO._____ DATE___/___/___

D OF HOUSEHOLD_____ AGE_____ DATE OF BIRTH___/___/___ SEX M F

DRESS_____ PHONE_____
NO. STREET CITY APT. ZIP

NICITY: (1) Negro (2) Caucasian (3) Latin (4) Other SOCIAL SECURITY NO._____

ME LANGUAGE (1) English (2) Spanish (3) Italian (4) Other

LIC ASSISTANCE (1) None (2) AFDC (3) OAA (4) Unemployment
(6) General Relief (7) V.A. (8) Social Security

MBER IN HOUSEHOLD OVER 21 (1) Registered To Vote_____ (2) Not Registered To Vote_____

ROXIMATE ANNUAL INCOME OF HOUSEHOLD $_____

MILY REGISTERED FOR MEDICAID (1) YES (2) NO

USING (1) Own House (2) Private Housing (3) Public Housing (4) Other

DRESS TWO YEARS AGO_____
NO. STREET CITY ZIP

MBERS OF HOUSEHOLD

ne	Age	D.O.B.	Sex			D.O.B.	Sex
		/ /				/ /	
		/ /				/ /	
		/ /				/ /	
		/ /				/ /	
		/ /				/ /	

RTICIPANT_____ PROGRAM_____

TUS: (1) Waiting (2) Active (3) Incomplete (4) Complete

VICE PROVIDED_____

HER PROGRAMS DESIRED_____

T GRADE OF SCHOOL COMPLETED:_____

SENT (or most recent) EMPLOYER:_____ ADDRESS_____

E OF JOB_____ Full Time (1) Part Time (2) Starting Date___/___ Weekly Wage_____

nt's longest period of full time employment in the last 5 years_____ (19_____ to 19_____)

ORMATION GIVEN BY CLIENT_____

ORMATION GIVEN TO CLIENT_____

RVATIONS BY INTERVIEWER_____

AT OTHER AGENCIES HAVE YOU USED_____

NEIGHBORHOOD SERVICE PROJECT
INTAKE, INFORMATION and REFERRAL
REFERRAL FORM

To_____

_____

_____

_____

_____
Workers Name

Appointment Made: Date_____ Time_____

Date_____

Subject Name_____

Address_____

_____

Reg. No._____

FOR INTRA-AGENCY REFERRALS ONLY:

(1.) Camp Programs
(2.) Community Development
(3.) Community Education - Tutorial
(4.) Head Start/Day Care
(5.) Legal Services
(6.) Neighborhood Service Center
  a. Community Organization
  b. Social Services
  c. Group Work
(7.) Youth Program
(8.) Other
  a._____
  b._____
  c._____

Reason for Referral:

Services or Aid Needed:

_____ _____
Worker (Interviewer) Supervisor

AGENCY RESPONSE

☐ We have interviewed family_____

☐ We will accept family for assistance. The assistance will be in the form of:_____

☐ We will not accept this family because:_____

Date:_____ _____ _____
Worker (Interviewer) Agency

FPC 1

Part IV

AFTER SCHOOL GROUP WORK PROGRAM

Core Services

During the first nine months of 1968, the After School Group Work Program served 210 children, aged 6 to 12, from 111 families. This program consisted of two parts, the After School Block Program in which 150 children from 85 families were enrolled, and the After School In-Center Group Work Program in which 60 children from 26 families were enrolled. In both programs, enrollment has been limited because of restrictions on space and size of staff and, consequently, substantial waiting lists exist.

The After School Block Program zeroes in on specific geographic areas chosen because of the high density of children who have little or no nonnection with other programs or agencies. These children, who are generally from hard-core or hard-to-reach families, are often hostile toward all outsiders and tend to feel comfortable only within a small area near their homes. As a result, After School group workers have brought the program to the blocks where it is most needed. Work is undertaken with the children on the sidewalks, in nearby parks, and in homes where parents have been willing and able to supply a favorable atmosphere.

Currently, the Block Program efforts are concentrated in the two areas which a survey showed to be most in need of the services. One area is Blue Hill Avenue, between Grove Hall and Quincy, where space has been rented and redecorated. The other area is Academy Homes, where space has been made available.

Over a period of time, the children in the Block Program begin to accept the block workers and to develop a sense of identity and pride in their homes, their environment, and themselves.

Some children in the Block Program are there because an intake unit referred them there through their parents.

Similarly, many parents whose children are in the Block Program make contact with an intake unit because they have been reached by a block worker. Through the children, heads of families have been brought together to discuss their problems which include housing, employment, education, and marital difficulties.

In some instances, parents of Block Program children, as a direct result of contact with the block workers, have become directly involved in community development activities. This has given new meaning to their lives. It has also provided ideas for improving the community which might otherwise never have surfaced.

Block Program activities have included drama, ballet, cooking, etiquette, discussions on current events, music appreciation, history, arts, crafts, special projects, and field trips. In some cases, tutoring assistance has been provided.

The After-School In-Center Group Work Program provides approximately the same activities as the Block Program but the groups are much smaller and there is more emphasis on meeting individual needs. This more personalized attention has been especially effective in identifying special difficulties such

as the need for glasses or for tutoring.

The In-Center Program is designed to serve mainly working parents or parents who are undergoing on-the-job training. The program provides custodial care for children living throughout the Roxbury-North Dorchester area who would otherwise go from school to an empty home. At the same time, the children are also provided with new and useful experiences through group activities. At present, the program is operating in rented space on Brunswick Street.

Monthly meetings are held between the parents and the In-Center Program workers. As a result, very good relationships have developed between the two groups. The program has benefited from a number of excellent suggestions from the parents for program activities.

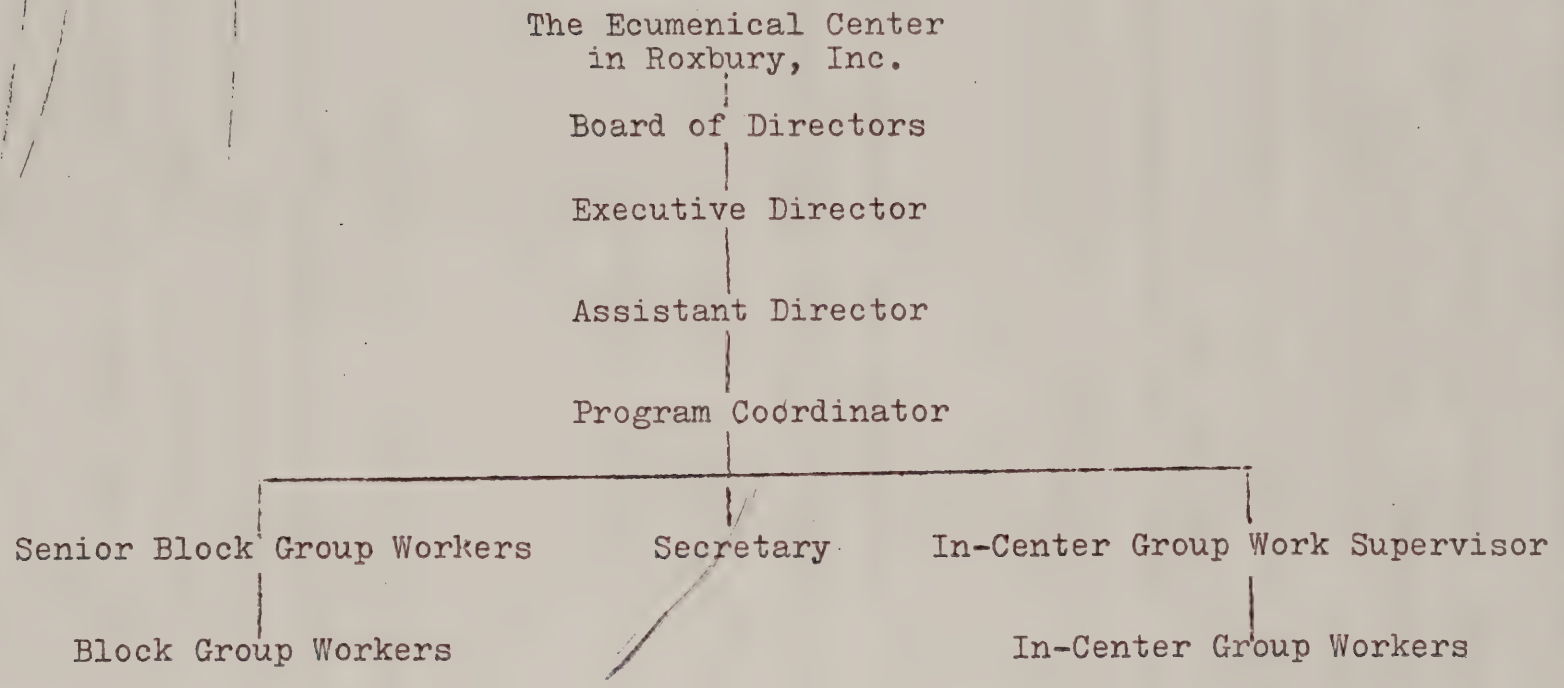
Both of the Ecumenical Center's programs give the individual child special and often, much-needed attention. The programs supplement whatever interest in and encouragement for the child is supplied at home and during regular school hours.

One problem which the After School program staff is concerned with is that of children who have passed the age of 12 and can no longer take part in the After School programs. As a partial solution, the staff is planning to undertake a supplemental program at a local high school. The new program would serve teenagers and an extensive athletic schedule is planned.

On the pages which follow is an organization chart along with job descriptions for the After School staff.

AFTER SCHOOL GROUP WORK PROGRAM

Organization Chart



AFTER SCHOOL GROUP WORK PROGRAM

Job Descriptions

Introduction

Job candidates residing in the Roxbury-North Dorchester NSP area will receive preference. Candidates may be given credit for experience in lieu of educational qualifications. Similarly, credit may be allowed for experience which reasonably approximates the specific experience requirements listed in a job description.

1. PROGRAM COORDINATOR

Qualifications

a. High school or equivalency certificate.

b. Sensitivity to the needs of all people and the ability to relate to them.

c. Supervisory experience, including "field" supervision.

d. Ability to work in an unstructured situation, on an unscheduled basis.

Duties

a. Responsible to the Assistant Director for coordinating all aspects of the After School Group Work Program.

b. Coordinate the intake of families and assign responsibility for follow-up of those families.

c. Develop linkage with other agencies serving the NSP area.

d. Coordinate the program activities of the program workers, order required program supplies, and assist in the maintenance of adequate inventory records.

e. Aid the Assistant Director in designing staff development programs.

f. Help the Assistant Director implement training programs.

g. Prepare progress reports and aid the Assistant Director in evaluating the After School Program.

h. Recruit and select volunteers as required.

Salary

$6,000

2. SENIOR BLOCK GROUP WORKER

Qualifications

a. Leadership ability combined with awareness and knowledge of the needs of the community.

b. Ability to work well with people of all ages.

c. Creativity and the ability to bring out the potential of others.

Duties

a. Responsible to the Program Coordinator to organize target block areas.

b. Conduct door-to-door surveys within the selected areas, thereby providing the residents with an opportunity to accept or reject the proffered Block Program.

c. Form adult groups and encourage neighbors to communicate and to act on common grievances.

d. Refer individuals and families to other programs and agencies as required.

e. Present a cultural enrichment program for children aged 6 to 12 living in the target area, including music, art, ballet, and history.

f. Submit a monthly report on all program activities.

g. Train and support the Block Group Workers.

Salary Basis

$6,760

3. BLOCK GROUP WORKER

Qualifications

a. Leadership ability together with awareness and knowledge of community needs.

b. Ability to work with adults and with children.

c. Creativity and the ability to spark the potential of others.

Duties

a. Responsible to a Senior Block Group Worker to organize target block areas.

b. Assist in door-to-door surveys within the selected areas which provide residents with the opportunity to consider accepting the Block Program.

c. Encourage adults to form groups and to communicate meaningfully and to act on common grievances.

d. Refer families and individuals to other agencies and programs as required.

e. For children in the 6 to 12 year age bracket who reside in the target area, present a cultural enrichment program including music, art, ballet, and history.

f. Submit a monthly report on all program activities.

Salary Basis

$5,200

4. IN-CENTER GROUP WORK SUPERVISOR

Qualifications

a. Sensitivity to the needs and interests of children and the ability to relate to them.

b. Ability to exercise leadership in the development of social, recreational, and educational activities.

c. Reasonable amount of experience working with the young in groups.

Duties

a. Responsible to the Program Coordinator to plan and conduct a wide range of social, educational, and recreational activities for children of working parents or parents who wish to enter on-the-job training programs.

b. Train and support the In-Center Group Workers.

c. Seek out and identify individual deficiencies and help remedy them through group activities or referrals.

d. Encourage meaningful parental participation in programming through regular meetings and home visits.

e. Help parents to help their children deal with problems.

f. Encourage children to help develop group programs.

g. Submit a monthly progress report describing all program experiences.

h. Participate as required in Center staff meetings and staff development programs.

Salary Basis

$6,760

5. IN-CENTER GROUP WORKER

Qualifications

a. Sensitivity to the needs and interests of children and the ability to relate to them.

b. Leadership ability in the development of social, educational, and recreational activities.

c. Experience in working with the young in groups preferred.

Duties

a. Responsible to the In-Center Group Work Supervisor to assist in planning and conducting social, educational, and recreational activities.

b. Seek out and identify individual deficiencies and help the individual child through group activities and referrals.

c. Encourage parents to participate in the program through regular meetings and home visits.

d. Encourage the children to participate in developing their own projects and programs.

e. Submit a monthly progress report covering all program experiences.

f. Participate as required in staff development programs.

Salary Basis

$4,800

6. SECRETARY

Qualifications

a. High school and business training, with aptitudes in English and in grammar.

b. Proficiency in narrative typing and taking dictation.

c. One year experience in the secretarial field.

Duties

a. Responsible to the Program co-ordinator for whatever secretarial, administrative or clerical assistance he may require.

b. Handle routine telephone calls and letters.

c. Maintain calendars and handle information effeciently relative to the Block program and the In-Center group program.

Salary Basis

$5200

APPLICATION FOR NEIGHBORHOOD SERVICE PROGRAM | FORM APPROVED BUDGET BUREAU NO. 63R-1163 | FORM NSP-C1

SUMMARY OF PROGRAM

I IDENTIFICATION OF SPONSOR

NAME OF SPONSOR

Action for Boston Community Development

MAILING ADDRESS

150 Tremont Street

POST OFFICE: Boston | STATE: Mass. | ZIP CODE: 02111

DO NOT FILL IN: *(For Administrative Use)*

COMPONENT PROJECTS INCLUDED IN (Or Associated With) THE NEIGHBORHOOD SERVICE PROGRAM
(Use separate form if more space is required below.)

PROGRAM NO. *(If Applicable)*	BRIEF DESCRIPTIVE TITLE OF COMPONENT PROJECT	TOTAL ESTIMATED COST OF PROJECT	APPLICATION SUBMITTED FOR ADDITIONAL FEDERAL FUNDS	FUNDS FROM OTHER SOURCES
20, 230	Intake, Information, and Referral	$318, 137	$ 301, 709	$ 16, 428
40	Center Operating Expenses	194, 050	141, 800	52, 250
10	After School Group Work Program	74, 746	61, 934	12, 812
	TOTAL ESTIMATED COST OF ALL PROJECTS	$586, 933	$ 505, 443	$ 81, 490

TYPED NAME AND TITLE OF INDIVIDUAL AUTHORIZED TO SIGN FOR NSP
Robert M. Coard, Executive Director

SIGNATURE

TELEPHONE NO. *(Include area code)*: 617-742-5600

DATE: October 15, 1968

APPLICATION FOR NEIGHBORHOOD SERVICES PROGRAM | FORM APPROVED BUDGET BUREAU NO. 63R-1163 | FORM NSP-C2

PROGRAM APPLICATION

2.1 IDENTIFICATION OF APPLICANT

NAME OF APPLICANT AGENCY

Action for Boston Community Development Inc.

MAILING ADDRESS

150 Tremont Street

POST OFFICE: Boston | STATE: Mass. | ZIP CODE: 02111

DO NOT FILL IN: *(For Administrative Use)*

PROGRAM NO.: 220, 230

2.2 TYPE OF APPLICATION

☐ INITIAL APPLICATION ☐ ADDITION OF COMPONENT
☐ AMENDMENT TO PREVIOUSLY APPROVED PROGRAM
☒ OTHER *(Specify)* Refunding

2.3 BRIEF DESCRIPTIVE TITLE OF PROGRAM

NSP Intake, Information, and Referral System

2.4 SUMMARY OF SCOPE AND CONTENT *Describe the program*

A system of intake, information, and referral units is now functioning in the Roxbury-North Dorchester community. Units are located in four strategically-placed agencies. These agencies cooperated in the development of standardized registration, assessment, and referral forms which are presently being utilized successfully by all of them. A client now is required to supply extensive personal data only once, regardless of how many different agencies may be needed to help solve his "total" problem. Complete data on applications for assistance and on the services provided for the applicants is being centrally filed. This central information can be retrieved promptly not only for the benefit of individual applicants but also to identify as quickly as possible the changing needs and resources of the community.

2.5 WORK PROGRAM REFERENCES. *(Provide page citations to Part B of the NSP submission wherein work program details are provided.*

If the references to other portions of your NSP documents do not adequately describe the needs, objectives and operational plan supporting this application, please append supplementary data as appropriate. Also append a fully executed Civil Rights Assurance Form.

2.6 OTHER PROGRAM REFERENCES.

a) List program numbers of all other applications included in NSP II which are essential to the success of this project:

b) List existing programs similar or closely related to the new request. Cite pages in NSP submission or attach inventory material specified in Issuance No. 6, Part B-2.

2.7 NAME AND ADDRESS OF PROJECT DIRECTOR

Cameron Wells Byrd
Ecumenical Center in Roxbury
75 Crawford Street, Roxbury 02121

2.8 NAME AND ADDRESS OF FINANCIAL OFFICER

Edward Thompson
Controller
A. B. C. D.
150 Tremont Street Boston

2.9 TYPED NAME AND TITLE OF INDIVIDUAL AUTHORIZED TO SIGN

Robert M. Coard, Executive Director

SIGNATURE

TELEPHONE NO. *(Include area code)*: 617-742-5600

DATE: October 15, 1968

APPLICATION FOR NEIGHBORHOOD SERVICE PROGRAM	FORM APPROVED BUDGET BUREAU NO. 63R-1163	FORM NSP-C3

3.1 NAME OF APPLICANT AGENCY	3.2 PROGRAM NO.	DO NOT FILL IN *(For Administrative Use)*
Action for Boston Community Dev. Inc.	220, 230	

3.3 BRIEF DESCRIPTIVE TITLE OF PROJECT

Intake, Information and Referral System

3.4 PROGRAM BUDGET SUMMARY	FUNDS REQUESTED IN THIS APPLICATION	FUNDS FROM OTHER SOURCES	TOTAL PROJECT COST
A. OPERATIONAL COSTS			
1. PERSONNEL	$ 245,755	$ 5,600	$ 251,355
2. CONSULTANTS AND CONTRACT SERVICES	6,000	1,500	7,500
3. TRAVEL	2,783	--	2,783
4. SPACE COSTS AND RENTALS	--	8,465	8,465
5. CONSUMABLE SUPPLIES	4,080	--	4,080
6. RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	3,592	863	4,455
7. OTHER COSTS	9,600	--	9,600
SUBTOTAL, OPERATIONAL COSTS	271,810	16,428	288,238
B. ENROLLEE COSTS			
C. TRAINING COSTS			
D. INDIRECT COSTS	29,899	--	29,899
TOTAL ESTIMATED COSTS OF PROJECT	$ 301,709	$ 16,428	$ 318,137

3.5 BUDGET DETAIL

(REASONABLE ESTIMATES OR BREAKDOWNS BY FORMULA TO BE PROVIDED RATHER THAN PRECISE FIGURES.)

A. ATTACH A STATEMENT GIVING THE BASIS FOR ESTIMATING THE OPERATIONAL COSTS SUMMARIZED ABOVE (SEE SAMPLE FORMAT - A.)

B. LIST SOURCES OF FUNDS FROM OTHER SOURCES (COLUMN (2) AND INDICATE THE AMOUNT FROM EACH SOURCE. (SEE SAMPLE FORMAT - B.)

C. IF THE INFORMATION IN PARAGRAPH B-2 OF NSP-II, INCLUDING THAT CONTAINED IN THE "INVENTORY OF EXISTING PROGRAMS" (SEE SAMPLE FORMAT C) HAS ALREADY BEEN SUBMITTED, GIVE CROSS-REFERENCE IN A FOOTNOTE. IF THE INFORMATION CONTAINED IN SAMPLE FORMAT C HAS NOT ALREADY BEEN PROVIDED, ATTACH TO NSP-C-3.

D. ATTACH FORM NSP-C 400 GIVING BASIS FOR ESTIMATING ENROLLEE COSTS.

E. TRAINING COSTS IN LINE 3.4C ARE LIMITED TO FUNDS SOUGHT UNDER PROGRAM NO. 422, ON THE JOB TRAINING.

F. ATTACH PROGRAM BUDGET SUMMARIES (3.4 ABOVE) FOR SUBSEQUENT YEARS IF MORE THAN ONE YEAR OF PROJECT SUPPORT IS PROPOSED.

3.6 BUDGET JUSTIFICATION

CROSS REFERENCES TO SUPPORTING DATA IN OTHER PORTIONS OF NSP DOCUMENTS:

IF THESE REFERENCES SEEM INADEQUATE, PLEASE ATTACH SUPPLEMENTAL JUSTIFICATION FOR YOUR BUDGET DETAIL.

3.7 PREVIOUS APPLICATION

Has this component project, in substantially its present form, ever been the subject of a previous application for Federal financial assistance?

☒ YES ☐ NO *If "Yes", attach an explanatory statement.*

SAMPLE FORMAT A

BUDGET DETAIL

DETAILED BUDGET FOR FIRST 12-MONTH PERIOD *(or other period of project funding)*	Project Period From: 1-1-69 Through: 12-31-69

(1) PERSONNEL DETAIL (GENERALLY A STAFFING PATTERN SHOWING DESCRIPTION OF PERSONNEL COSTS SHOULD BE PROVIDED

FUNCTIONAL TITLE OF POSITION (e.g., PROJECT DIRECTOR, CHIEF NURSE, 4 NURSES, 2 AIDES, 2 TYPISTS)	AVERAGE ANNUAL SALARY	PERCENTAGE OF MAN-YEAR RELATED TO THIS APPLICATION 2/	TOTAL PAYMENT REQUESTED IN THIS APPLICATION
COL. (1)	COL. (2)	COL. (3)	COL. (4)
NSP Intake, Information, and Referral System (see Appendix I)	$	%	$ 213,700 5,600*
FRINGE BENEFITS *(Indicate basis for calculation)* 15% of Federal Salaries			$ 32,055
(2) CONSULTANTS AND CONTRACT SERVICES	Consultants (systems analysis		6,000 1,500*
(3) TRAVEL	(see Appendix II)		2,783
(4) SPACE COSTS AND RENTALS	(see Appendix III)		8,465*
(5) CONSUMABLE SUPPLIES	Office Supplies: 36 staff @ $80 Program Supplies: 6 units @ $200		2,880 1,200
(6) RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	(see Appendix II)		3,592 863*
(7) OTHER *(Please list in detail)*	(see Appendix II)		9,600
SUBTOTAL			288,238
Indirect Cost (Based on 11% of Direct Cash Expenditures			29,899
TOTALS			318,137

1 *Please append curricula vitae or statements of minimum job qualifications for key professional staff members to be associated with this program.*

2 *An employee to be hired for 1/2 year on a 50% of time basis would contribute 25% of a man-year to that project. Twenty five percent of this employee's Average Annual Salary would amount to the total payment requested. Complete this column only where applicable to individual key positions described in Col. (1).*

* Local Share

Appendix I

INTAKE, INFORMATION, AND REFERRAL SYSTEM

PERSONNEL DETAIL

Title	Average Annual Salary	% Man Year	Total Payment Requested
1 Community Services Coordinator	$11,000	100	$ 11,000
1 Research and Planning Specialist	11,000	100	11,000
1 Economic Development Specialist	9,000	100	9,000
6 Social Service Supervisors	8,000	100	48,000
18 Community Workers	5,500	100	99,000
1 Community Worker	5,400	50	2,700*
1 Community Worker	5,800	50	2,900*
1 Information Clerk	5,500	100	5,500
2 Secretaries	5,500	100	11,000
6 Clerk-Typists	4,800	50	14,400
1 Expediter	4,800	100	4,800
	Sub-Total		$219,300
	Fringe Benefits @ 15%		32,055
	Total		$251,355

Appendix II

INTAKE, INFORMATION, AND REFERRAL SYSTEM

Travel Detail

Local: 1 staff @ $10/wk. x 52 wks. (Expediter)	$ 520
Local: 3 staff @ $ 5/wk. x 52 wks.	780
Local: 24 staff @ 10¢/mi. x 10 mi./wk. x 52 wks.	1,248
Washington: three 1-day trips @ $78.20	235
	$2,783

Equipment Detail

8 typewriters @ $12/mo. x 12 mos.	$ 1,152
9 Desks @ $63/desk	567*
9 Chairs 5 @ $44/chair-4 @ $19/chair	296*
1 Xerox Copier: 1,500 copies/mo. @ 6¢/copy x 12 mos.	1,080
6 four-drawer locked files @ $ 85	510
1 Roneo Duplicator	850
	$4,455

Other Costs Detail

Telephone: 17 staff @ $25/mo. x 12 mos.	$5,100
Postage: $75/mo. x 12 mos	900
Printing (forms, brochures)	3,500
Books, Magazines, Newspapers	100
	$9,600

Appendix III

INTAKE, INFORMATION, AND REFERRAL SYSTEM

Itemization of non-federal share

4 Offices @ 144 sq. ft. x 2.50/sq. ft x 1 year	$1,440
4 Offices @ 225 sq. ft. x 2.50/sq. ft. x 1 year	2,250
1 Conference Room @ 480 sq. ft. x 2.50/sq. ft. x 1 year	1,200
1 Consultation Room @ 180 sq. ft. x 2.50/sq. ft. x 1 year	450
1 Auditorium @ 2500 sq. ft. x 2.50/sq. ft. x 50% use x 1 year	3,125
Total	$8,465

APPLICATION FOR NEIGHBORHOOD SERVICE PROGRAM | FORM APPROVED BUDGET BUREAU NO. 63R-1163 | FORM NSP-03

PROGRAM APPLICATION

2.1 IDENTIFICATION OF APPLICANT

NAME OF APPLICANT AGENCY

Action for Boston Community Development

MAILING ADDRESS

150 Tremont Street

POST OFFICE: Boston | STATE: Mass. | ZIP CODE: 02111

DO NOT FILL IN: *(For Administrative Use)*

PROGRAM NO.: 240

2.2 TYPE OF APPLICATION

☐ INITIAL APPLICATION ☐ ADDITION OF COMPONENT
☐ AMENDMENT TO PREVIOUSLY APPROVED PROGRAM
☒ OTHER *(Specify)* Refunding

2.3 BRIEF DESCRIPTIVE TITLE OF PROGRAM

NSP Center Operating Expenses

2.4 SUMMARY OF SCOPE AND CONTENT *Describe the program*

The NSP Center Operations Component is designed to provide the Administrative backbone of the entire Neighborhood Service System. The Ecumenical Center has responsibility for fiscal management and program coordination for all components of the NSP. The funding requested in this proposal is needed to strengthen the Administrative staff of the center to enable it to carry out adequate financial controls on both center programs and sub-contracted components. It will also provide program development which will make current services more effective and bring new services into the system.

2.5 WORK PROGRAM REFERENCES. *(Provide page citations to Part B of the NSP submission wherein work program details are provided.*

If the references to other portions of your NSP documents do not adequately describe the needs, objectives and operational plan supporting this application, please append supplementary data as appropriate. Also append a fully executed Civil Rights Assurance Form.

2.6 OTHER PROGRAM REFERENCES.

a) List program numbers of all other applications included in NSP II which are essential to the success of this project:

b) List existing programs similar or closely related to the new request. Cite pages in NSP submission or attach inventory material specified in Issuance No. 6, Part B-2.

2.7 NAME AND ADDRESS OF PROJECT DIRECTOR

Cameron Wells Byrd
Ecumenical Center in Roxbury
75 Crawford Street
Roxbury, Mass. 02121

2.8 NAME AND ADDRESS OF FINANCIAL OFFICER

Edward Thompson
Controller, ABCD
150 Tremont Street
Boston, Mass. 02111

2.9 TYPED NAME AND TITLE OF INDIVIDUAL AUTHORIZED TO SIGN

Robert M. Coard, Executive Director

SIGNATURE

TELEPHONE NO. *(Include area code)*: 617-742-5600

DATE: October 15, 1968

APPLICATION FOR NEIGHBORHOOD SERVICE PROGRAM | FORM APPROVED BUDGET BUREAU NO. 63R-1163 | FORM NSP-C3

3.1 NAME OF APPLICANT AGENCY: Action for Boston Community Development, Inc.

3.2 PROGRAM NO.: 240

DO NOT FILL IN (For Administrative Use)

3.3 BRIEF DESCRIPTIVE TITLE OF PROJECT: Center Operating Expenses

3.4 PROGRAM BUDGET SUMMARY	FUNDS REQUESTED IN THIS APPLICATION	FUNDS FROM OTHER SOURCES	TOTAL PROJECT COST
A. OPERATIONAL COSTS			
1. PERSONNEL	$ 95,163	$ 48,500	$143,663
2. CONSULTANTS AND CONTRACT SERVICES	12,000		12,000
3. TRAVEL	4,282		4,282
4. SPACE COSTS AND RENTALS	1,800	3,750	3,750
5. CONSUMABLE SUPPLIES	1,800		1,800
6. RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	2,268		2,268
7. OTHER COSTS	12,235		12,235
SUBTOTAL, OPERATIONAL COSTS	127,748	52,250	179,998
B. ENROLLEE COSTS			
C. TRAINING COSTS			
D. INDIRECT COSTS	14,052		14,052
TOTAL ESTIMATED COSTS OF PROJECT	$ 141,800	$ 52,250	$ 194,050

3.5 BUDGET DETAIL

(REASONABLE ESTIMATES OR BREAKDOWNS BY FORMULA TO BE PROVIDED RATHER THAN PRECISE FIGURES.)

A. ATTACH A STATEMENT GIVING THE BASIS FOR ESTIMATING THE OPERATIONAL COSTS SUMMARIZED ABOVE (SEE SAMPLE FORMAT - A.)

B. LIST SOURCES OF FUNDS FROM OTHER SOURCES (COLUMN (2) AND INDICATE THE AMOUNT FROM EACH SOURCE. (SEE SAMPLE FORMAT - B.)

C. IF THE INFORMATION IN PARAGRAPH B-2 OF NSP-II, INCLUDING THAT CONTAINED IN THE "INVENTORY OF EXISTING PROGRAMS" (SEE SAMPLE FORMAT C) HAS ALREADY BEEN SUBMITTED, GIVE CROSS-REFERENCE IN A FOOTNOTE. IF THE INFORMATION CONTAINED IN SAMPLE FORMAT C HAS NOT ALREADY BEEN PROVIDED, ATTACH TO NSP-C-3.

D. ATTACH FORM NSP-C 400 GIVING BASIS FOR ESTIMATING ENROLLEE COSTS.

E. TRAINING COSTS IN LINE 3.4C ARE LIMITED TO FUNDS SOUGHT UNDER PROGRAM NO. 422, ON THE JOB TRAINING.

F. ATTACH PROGRAM BUDGET SUMMARIES (3.4 ABOVE) FOR SUBSEQUENT YEARS IF MORE THAN ONE YEAR OF PROJECT SUPPORT IS PROPOSED.

3.6 BUDGET JUSTIFICATION

CROSS REFERENCES TO SUPPORTING DATA IN OTHER PORTIONS OF NSP DOCUMENTS:

IF THESE REFERENCES SEEM INADEQUATE, PLEASE ATTACH SUPPLEMENTAL JUSTIFICATION FOR YOUR BUDGET DETAIL.

3.7 PREVIOUS APPLICATION

Has this component project, in substantially its present form, ever been the subject of a previous application for Federal financial assistance?

☒ YES ☐ NO *If "Yes", attach an explanatory statement.*

SAMPLE FORMAT A

BUDGET DETAIL

DETAILED BUDGET FOR FIRST 12-MONTH PERIOD (or other period of project funding)	Project Period From: 1-1-69 Through: 12-31-69

(1) PERSONNEL DETAIL 1/ GENERALLY A STAFFING PATTERN SHOWING DESCRIPTION OF PERSONNEL COSTS SHOULD BE PROVIDED.

FUNCTIONAL TITLE OF POSITION (E.G. PROJECT DIRECTOR, CHIEF NURSE, 3 NURSES' AIDES, 2 TYPISTS)	AVERAGE ANNUAL SALARY	PERCENTAGE OF MAN-YEAR RELATED TO THIS APPLICATION 2/	TOTAL PAYMENT REQUESTED IN THIS APPLICATION
COL. (1)	COL. (2)	COL. (3)	COL. (4)
ECR Center Operating Expenses	$ (See Appendix I)	%	$ 82,750
			48,500
FRINGE BENEFITS (Indicate basis for calculation) 15% of Federal Salaries			$ 12,413
(2) CONSULTANTS AND CONTRACT SERVICES	Consultant Services (See Appendix II) $1,000/mo x 12 mo.		12,000
(3) TRAVEL	(See Appendix III		4,282
(4) SPACE COSTS AND RENTALS	Office Space: [illegible] sq. ft. @ $2.50/sq. ft.		3,750
(5) CONSUVABLE SUPPLIES	Office Supplies: [illegible] Salary		1,200
	Program Supplies for Communications equipment		600
(6) RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	See Appendix IV		2,268
(7) OTHER (Please list in detail)	(See Appendix V		13,235
SUBTOTAL			$179,998
Indirect Cost (Based on 11% Direct Cash Expenditures)			14,052
TOTALS			$194,050

1 *Please append curricula vitae or statements of minimum job qualifications for key professional staff members to be associated with this program.*

2 *An employee to be hired for 1/2 year on a 50% of time basis would contribute 25% of a manyear to that project. Twenty five percent of this employee's Average Annual Salary would amount to the total payment requested. Complete this column only where applicable to individual key positions described in Col. (1).*

* Local Share

Appendix I

ECUMENICAL CENTER ADMINISTRATION

PERSONNEL DETAIL

Title	Average Annual Salary	% Man Year	Local Share Other Sources	Total Payment Requested
1 Executive Director	$15,000	100	--	$15,000
1 Assistant Director	13,000	100	$ 13,000	--
1 Administrative Assistant	8,000	100	8,000	--
1 Director of Financial Development	15,000	100	15,000*	--
1 Program Development Specialist	11,000	100	--	11,000
1 Program Development Assistant II	7,000	100	--	7,000
2 Program Development Assistant I	5,500	100	--	11,000
1 Accountant	9,000	100	--	9,000
1 Bookkeeper	5,500	100	--	5,500
1 Executive Secretary	6,000	100	--	6,000
1 Administrative Sec.	6,000	100	6,000	--
1 Clerk-Typist	4,750	100	--	4,750
1 Clerk-Typist	4,500	100	--	4,500
1 Receptionist	4,500	100	--	4,500
1 Evening Manager	4,500	100	--	4,500
1 Custodian	4,000	100	4,000	--
1 Supply Clerk	5,000	50	2,500	--
		Sub-Total	$48,500	$ 82,750
		Fringe Benefits @ 15%		12,413
		Total	$48,500	$ 95,163

* In- Kind

Appendix II

ECUMENICAL CENTER ADMINISTRATION

CONSULTANT SERVICES

In addition to their expertise, consultants bring a fresh, outsider's view to bear on problems and programs. Consultant services will be used to evaluate and refine existing NSP programs and to develop new and innovative programs. As the coordinated NSP social service delivery system continues to grow in the Roxbury-North Dorchester community, consultants will be called upon to study and improve the many communications systems functioning within the delivery system. Any staff training programs that might be required would be developed with the assistance of outside consultants.

Appendix III

ECUMENICAL CENTER ADMINISTRATION

TRAVEL DETAIL

Local: 3 staff @ $5/wk. x 52 wks.	$ 780
Local: 4 staff @ $3/wk. x 52 wks.	624
Washington: six 3-day trips @ $183.30	1,100
New York: eight 1-day trips @ $55.10	441
Los Angeles: three 3-day trips for NSP Director's Conference with Abt Associates @ $445.80	1,337
	$4,282

EQUIPMENT DETAIL

2 typewriters @ $12/mo. x 12 mos.	$ 288
1 Xerox Copier: 2,000 copies/mo @ 6¢/copy x 12 mos.	1,440
Security System @ $45/mo. x 12 mos	540
	$2,268

OTHER COSTS DETAIL

Telephone: 15 staff @ $25/mo. x 12 mos	$4,500
Postage: $90/mo. x 12 mos.	1,080
Printing	1,800
Books, Magazines, Newspapers	225
Allowances for Board of Directors and ten Committees @ $50 (for travel and baby-sitting expenses)	550
Custodial Services @ $40/wk. x 52 wks.	2,080
Election Costs for NSP Corporation	2,000
	$12,235

APPLICATION FOR NEIGHBORHOOD SERVICE PROGRAM | FORM APPROVED BUDGET BUREAU NO. 63R-1163 | FORM NSP-C2

PROGRAM APPLICATION

.1 IDENTIFICATION OF APPLICANT

NAME OF APPLICANT AGENCY

Action for Boston Community Develop., Inc.

MAILING ADDRESS

150 Tremont Street

POST OFFICE: Boston | STATE: Mass. | ZIP CODE: 02111

DO NOT FILL IN: *(For Administrative Use)*

PROGRAM NO. 510

2.2 TYPE OF APPLICATION

☐ INITIAL APPLICATION ☐ ADDITION OF COMPONENT
☐ AMENDMENT TO PREVIOUSLY APPROVED PROGRAM
☒ OTHER *(Specify)* Refunding

.3 BRIEF DESCRIPTIVE TITLE OF PROGRAM

After School Group Work Program

.4 SUMMARY OF SCOPE AND CONTENT *Describe the program*

In the first nine months of 1968, the two-part program has served 210 children, ages 6 to 12, from 111 families. The Block Program component has successfully reached many children in "hard-core" families, and through the children has been able to bring the services of the Intake, Information, and Referral Units to these families. Equally important is the fact that the heads of many of these "hard-core" families have become involved, often for the first time in their lives, in community organization activities. The second component of the program, the In-Center Group Work Program, provided children with the same supervised recreation, group work services, and enrichment activities as the Block Program. However, the In-Center Program caters primarily to children whose parents are either working or receiving on-the-job training.

.5 WORK PROGRAM REFERENCES. *(Provide page citations to Part B of the NSP submission wherein work program details are provided.*

If the references to other portions of your NSP documents do not adequately describe the needs, objectives and operational plan supporting this application, please append supplementary data as appropriate. Also append a fully executed Civil Rights Assurance Form.

.6 OTHER PROGRAM REFERENCES.

a) List program numbers of all other applications included in NSP II which are essential to the success of this project:

b) List existing programs similar or closely related to the new request. Cite pages in NSP submission or attach inventory material specified in Issuance No. 6, Part B-2.

.7 NAME AND ADDRESS OF PROJECT DIRECTOR

Cameron Wells Byrd
Ecumenical Center in Roxbury
75 Crawford Street, Roxbury 02121

2.8 NAME AND ADDRESS OF FINANCIAL OFFICER

Edward Thompson
Controller
A, B, C, D.
150 Tremont St. Boston

.9 TYPED NAME AND TITLE OF INDIVIDUAL AUTHORIZED TO SIGN

Robert M. Coard, Executive Director

SIGNATURE

TELEPHONE NO. *(Include area code)* 617-742-5600

DATE October 15, 1968

APPLICATION FOR NEIGHBORHOOD SERVICE PROGRAM | FORM APPROVED BUDGET BUREAU NO. 63R-1163 | FORM NSP-C3

3.1 NAME OF APPLICANT AGENCY: Action for Boston Community Development, Inc.

3.2 PROGRAM NO.: 510

DO NOT FILL IN (For Administrative Use)

3.3 BRIEF DESCRIPTIVE TITLE OF PROJECT: After School Group Work Program

3.4 PROGRAM BUDGET SUMMARY	FUNDS REQUESTED IN THIS APPLICATION	FUNDS FROM OTHER SOURCES	TOTAL PROJECT COST
A. OPERATIONAL COSTS			
1. PERSONNEL	$ 49,011	$ --	$ 49,011
2. CONSULTANTS AND CONTRACT SERVICES		6,200	6,200
3. TRAVEL	1,965	--	1,965
4. SPACE COSTS AND RENTALS	3,600	6,012	9,612
5. CONSUMABLE SUPPLIES	3,425	--	3,425
6. RENTAL, LEASE, OR PURCHASE OF EQUIPMENT			
7. OTHER COSTS	525	600	1,125
SUBTOTAL, OPERATIONAL COSTS	58,526	12,812	71,338
B. ENROLLEE COSTS	--	--	
C. TRAINING COSTS	--	--	
D. INDIRECT COSTS	6,438	--	6,438
TOTAL ESTIMATED COSTS OF PROJECT	$ 64,964	$ 12,812	$ 77,776

3.5 BUDGET DETAIL

(REASONABLE ESTIMATES OR BREAKDOWNS BY FORMULA TO BE PROVIDED RATHER THAN PRECISE FIGURES.)

A. ATTACH A STATEMENT GIVING THE BASIS FOR ESTIMATING THE OPERATIONAL COSTS SUMMARIZED ABOVE (SEE SAMPLE FORMAT - A.)

B. LIST SOURCES OF FUNDS FROM OTHER SOURCES (COLUMN (2) AND INDICATE THE AMOUNT FROM EACH SOURCE. (SEE SAMPLE FORMAT - B.)

C. IF THE INFORMATION IN PARAGRAPH B-2 OF NSP-II, INCLUDING THAT CONTAINED IN THE "INVENTORY OF EXISTING PROGRAMS" (SEE SAMPLE FORMAT C) HAS ALREADY BEEN SUBMITTED, GIVE CROSS-REFERENCE IN A FOOTNOTE. IF THE INFORMATION CONTAINED IN SAMPLE FORMAT C HAS NOT ALREADY BEEN PROVIDED, ATTACH TO NSP-C-3.

D. ATTACH FORM NSP-C 400 GIVING BASIS FOR ESTIMATING ENROLLEE COSTS.

E. TRAINING COSTS IN LINE 3.4C ARE LIMITED TO FUNDS SOUGHT UNDER PROGRAM NO. 422, ON THE JOB TRAINING.

F. ATTACH PROGRAM BUDGET SUMMARIES (3.4 ABOVE) FOR SUBSEQUENT YEARS IF MORE THAN ONE YEAR OF PROJECT SUPPORT IS PROPOSED.

3.6 BUDGET JUSTIFICATION

CROSS REFERENCES TO SUPPORTING DATA IN OTHER PORTIONS OF NSP DOCUMENTS:

IF THESE REFERENCES SEEM INADEQUATE, PLEASE ATTACH SUPPLEMENTAL JUSTIFICATION FOR YOUR BUDGET DETAIL.

3.7 PREVIOUS APPLICATION

Has this component project, in substantially its present form, ever been the subject of a previous application for Federal financial assistance?

☒ YES ☐ NO *If "Yes", attach an explanatory statement.*

SAMPLE FORMAT A

BUDGET DETAIL

DETAILED BUDGET FOR FIRST 12-MONTH PERIOD *(or other period of project funding)*	Project Period From: 1-1-69 Through: 12-31-69

(1) PERSONNEL DETAIL 1/ GENERALLY A STAFFING PATTERN SHOWING DESCRIPTION OF PERSONNEL COSTS SHOULD BE PROVIDED.

FUNCTIONAL TITLE OF POSITION (E.G. PROJECT DIRECTOR, CHIEF NURSE, 3 NURSES' AIDES, 2 TYPISTS)	AVERAGE ANNUAL SALARY	PERCENTAGE OF MAN-YEAR RELATED TO THIS APPLICATION 2/	TOTAL PAYMENT REQUESTED IN THIS APPLICATION
COL. (1)	COL. (2)	COL. (3)	COL. (4)
After School Group Work	$	%	$
Personnel Detail (see Appendix I			45,140

FRINGE BENEFITS *(Indicate basis for calculation)* See Appendix I for basis)		$ 3,871
(2) CONSULTANTS AND CONTRACT SERVICES	Psychiatric Consultant: 4 hrs./wk. for 50 weeks @ $25/hr/	5,000*
	Curriculum Consultant: 100 Hrs. @ $12/hr	1,200*
(3) TRAVEL	22 Bus Trips @ $45	900
	3 staff x $5/wk. x 52 wks	780
	1 staff x $5/wk. x 39 wks	195
(4) SPACE COSTS AND RENTALS	Rental: 2 locations @ $150/mo. for 12 mos each.	3,600
	Local Share Space (see Appendix II)	6,012*
(5) CONSUMABLE SUPPLIES	Program Supplies: 11 groups @ $275/yr	3,025
	Office Supplies	400
(6) RENTAL, LEASE, OR PURCHASE OF EQUIPMENT		
(7) OTHER *(Please list in detail)*	Tele: 1 staff x $25/mo. x 12 mos.	300*
	1 staff x $25/mo. x 12 mos.	300
	1 staff x $25/mo. x 9 mos.	225
	Postage: $25/mo. x 12 mos.	300*
SUBTOTAL		$71,338
Indirect Cost (Based on 11% of Estimated Direct Cash Expenditures		6,438
TOTALS		$77,776

1 *Please append curricula vitae or statements of minimum job qualifications for key professional staff members to be associated with this program.*

2 *An employee to be hired for 1/2 year on a 50% of time basis would contribute 25% of a man-year to that project. Twenty five percent of this employee's Average Annual Salary would amount to the total payment requested. Complete this column only where applicable to individual key positions described in Col. (1).*

* Local Share

Appendix I

AFTER SCHOOL GROUP WORK PROGRAM

PERSONNEL DETAIL

Title	Average Annual Salary	% Man Year	Fringe Benefit Basis	Total Payment Requested
1 Program Coordinator	$ 6,000	100	15%	$ 6,000
2 Senior Block Gr. Workers	6,760	50	15%	6,760
6 Block Group Workers	5,200	50	5%	15,600
1 In-Center Group Work Supervisor	6,760	50	15%	3,380
1 Secretary	5,200	50	5%	2,600
6 In-Center Group Workers	4,800	50*	5%	10,800
		Sub-Total		$45,140
		Fringe Benefits: on $16,140 @ 15%		2,421
		on $29,000 @ 5%		1,450
		Total		$46,590

* In-Center Group Workers function 9 months only; all other personnel function for 12 months.

Appendix II

AFTER SCHOOL GROUP WORK PROGRAM

Space Costs and Rentals

1 Location @ $150/mo. for 12 mos.	$1,800*
Swimming Pool: $18/hr. x 4 hrs. x 39 wks.	$1,404*
Gymnasium: $18/hr. x 4 hrs. x 39 wks	$2,808*
Sub-Total	$6,012

SAMPLE FORMAT B

FUNDS FROM OTHER SOURCES

(Detail of Amounts Summarized in NSP-C 3.4, Column #2)

PROJECT OR PROGRAM TITLE	AGENCY ADMINISTERING FUNDS AT NEIGHBORHOOD LEVEL	SOURCES OF AGENCY FUNDS APPLIED TO NSP PROJECT					
		FEDERAL		STATE	LOCAL GOV.	PRIVATE	TOTAL
		AGENCY					
Intake, Information & Referral System	ECR-NSP	OEO	301, $709	$	$	16, $248	318, $137
Center Operating Expenses	ECR-NSP	OEO	141, 800			52, 250	194, 050
After School Group Work Program	ECR-NSP	OEO	61, 934			12, 812	74, 746
GRAND TOTALS			505, $ 443	$	$	81, $ 490	586, $ 933

1. *The total amount shown in lower right should be identical to the total of Column #2, NSP-C 3.4 (Funds From Other Sources).*
2. *Please asterisk amounts that are other than cash and attach budget listings of the goods and services involved.*

APPLICATION FOR NEIGHBORHOOD SERVICE PROGRAM	FORM APPROVED BUDGET BUREAU NO. 63R-1163	FORM NSP-C4

DELEGATION OF ACTIVITIES TO OTHER AGENCIES

The following information is to be provided if any part of this component project is to be carried out by an agency or organization other than the applicant. Complete one form for each delegate agency.

4.1 NAME AND ADDRESS OF DELEGATE AGENCY
The Ecumenical Center in Roxbury, Inc.
75 Crawford St., Roxbury, Mass. 02121

4.2 RELATED PROGRAM NO.
220, 230, 240, 510

4.3 NAME, TITLE AND ADDRESS OF PERSON AUTHORIZED TO SIGN FOR DELEGATE AGENCY

Rev. Gilbert Caldwell
President, Board of Directors
The Ecumenical Center in Roxbury, Inc.
75 Crawford Street
Roxbury, Mass. 02121

4.4 NAME AND ADDRESS OF PROJECT DIRECTOR
Cameron Wells Byrd
Executive Director
Ecumenical Center in Roxbury
75 Crawford St., Roxbury, Mass. 02121

4.5 NAME AND ADDRESS OF FINANCIAL OFFICER
Walter R. Jennings
Treasurer, Board of Directors
Ecumenical Center in Roxbury
75 Crawford St., Roxbury, Mass. 02121

4.6 TYPE OF AGENCY *Is the delegate agency a (Check one):*

☐ PUBLIC AGENCY ☒ PRIVATE NONPROFIT ORGANIZATION ☐ INSTITUTION OF HIGHER EDUCATION
☐ OTHER *(Specify)*

4.7 SCOPE OF DELEGATION. PROVIDE BELOW A STATEMENT DESCRIBING:

a. The degree of responsibility that the delegate agency will have in carrying out the component project.
b. The qualifications of the delegate agency to undertake and complete the component project.
c. The way in which the applicant agency will supervise and/or coordinate the activites of the delegate agency.
d. The estimated cost of the delegate agency's part of the program.

a) The Ecumenical Center in Roxbury, Inc. will be the Delegate Agency for the conduct and Administration of the Neighborhood Service Project in the Roxbury-North Dorchester community. This responsibility includes the coordination of all programs funded under the NSP, including four projects sponsored by The Dept. of Health, Education and Welfare. Portions of the program may be sub-contracted to other community agencies participating in the NSP system, with prior approval of A. B. C. D. and the Funding Agency.

b) The Ecumenical Center has demonstrated the ability to handle the NSP, both the aspects of program development and fiscal management, during the first year of operation.

c) Action for Boston Community Development, Inc., The Applicant Agency will continue to have contractual responsibility for the Neighborhood Service Project, including fiscal control through monthly financial reports and program audit, program coordination and technical assistance. The Roxbury-North Dorchester Area Planning Action Council has the responsibility for program approval on all OEO proposals.

d) The estimated federal cost of the proposed components of the Neighborhood Service Project which the Ecumenical Center will administer is $505,443. ABCD will receive from this amount indirect costs totaling $50,389.

4.8 ASSURANCE OF COMPLIANCE ON CIVIL RIGHTS *Attach a fully executed copy of the Civil Rights Assurance Form for each delegate agency. (Use the Civil Rights Assurance Form prescribed by that Federal department or agency which ordinarily funds programs of this type.)*

Assurance of Compliance with the Office of Economic Opportunity's Regulations under Title VI of the Civil Rights Act of 1964

The Ecumenical Center in Roxbury, Inc. (hereinafter called the "Applicant")
(Name of Applicant or Delegate Agency)

AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P. L. 88-352) and the Regulations of the Office of Economic Opportunity issued pursuant to that title (45 C.F.R. Part 1010), to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance either directly or indirectly from the Office of Economic Opportunity; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant either directly or indirectly by the Office of Economic Opportunity, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it either directly or indirectly by the Office of Economic Opportunity.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining either directly or indirectly any and all Federal grants, loans, contracts, property, or discounts, the referral or assignment of VISTA volunteers, or other Federal financial assistance extended after the date hereof to the Applicant by the Office of Economic Opportunity, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignee, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

Date

The Ecumenical Center in Roxbury, Inc.
(Name of Applicant or Delegate Agency)

By [signature]
(President, Chairman of Board, or comparable authorized official)

75 Crawford Street
Roxbury, Mass. 02121
(Mailing address)

CAP FORM 11 APR 65

GSA DC 66-15726

Appendix A

ROXBURY-NORTH DORCHESTER GNRP* AREA & WASHINGTON PARK URBAN RENEWAL AREA

	BOUNDARY	ACREAGE	1960 POPULATION	FAMILIES	STAGE
GNRP AREA		1,785	82,247	23,000	GENERAL PLANNING
RENEWAL AREA		502	25,922	6,467	PROJECT EXECUTION



*GENERAL NEIGHBORHOOD RENEWAL PLAN

0 1/4 1/2 3/4

Appendix B

NEIGHBORHOOD PROFILE

General Characteristics of the Roxbury-North Dorchester Population

A. TOTAL POPULATION

1. Number of Persons Living in Area: 70,200
   (1964 ABCD Poverty Indices projection from 1960 U.S. Census)

   The last U.S. Census count figure for Roxbury-North Dorchester was 82,247 in 1960*. Projections have assumed a decline in population since that date.

2. Number of Families: 16,874
   (1964 ABCD Poverty Indices projection from 1960 U. S. Census)

   The 1960 Census tallied 19,770 families in Roxbury-North Dorchester.

3. Number of Families in Public Housing: 1,044 Occupied Units
   (BHA figure for March, 1966)

   There are public housing projects in the Roxbury-North Dorchester target area housing a total population of 3,670 persons. The projects, by type, number of units, and population are:

PROJECT	TYPE	NO. OF UNITS	POPULATION
Orchard Park	Families	760	2,779
Whittier Street	Families	198	774
Elm Hill Avenue	Elderly	86	117

*U.S. Census Figures from ABCD Poverty Indices

4. Number of Unrelated Individuals:

8,094--This figure includes persons in institutions
(Source: 1960 U. S. Census)

Population in Roxbury-North Dorchester has been declining drastically. In 1950, a total of 107,899 persons lived in the area. From 1950 to 1960, this population decreased by 23.7%. In the future, continued population loss appears likely as a result of the vast (502 acres) urban renewal project in Roxbury's Washington Park Area. A total population of 25,922, or 6,467 families, were estimated to live in the renewal area in 1962. In 1964, ABCD in its proposal for a Roxbury-North Dorchester Community Action Program noted, "At this time urban renewal is the most significant thrust for change in Roxbury-North Dorchester."

In May, 1967, according to the Boston Globe, 1,053 units were either completed or in construction in the Urban Renewal Area.

B. Income

1. Median Family Income:

$4,857 (1960 ABCD Poverty Indices figure apparently derived as weighted average of U. S. Census Tract figures.)

Median family incomes vary widely in Roxbury-North Dorchester, although in no Census Tract did family income in 1960 exceed the median for the City of Boston. The following are median family incomes for individual census tracts in Roxbury-North Dorchester in 1960:

CENSUS TRACT		MEDIAN FAMILY INCOMES
P2	-	$5,753.
P3	-	5,504.
P4	-	4,827.
P5	-	5,239.
P6	-	5,793.
Q1	-	4,073.
Q2	-	3,459.
Q3	-	3,793.
Q4	-	5,299.
Q5	-	4,835.

(Continued)

CENSUS TRACT		MEDIAN FAMILY INCOMES
R1	-	$ 3,178.
R2	-	3,648.
R3	-	2,750.
S2	-	4,000.
S3	-	4,895.
T6	-	4,239.
T7A	-	5,328.
T7B	-	5,413.
U1	-	5,047.
U2	-	4,542.
U3	-	4,533.
U4	-	5,253.
U5	-	4,927.
U6A	-	5,150.
U6B	-	5,518.
V1	-	5,021.

2. Number of Families with Incomes Under $3,000.

4,421 (1964 ABCD Poverty Indices Figure)

Percent of Total Population:

1960 Census counted 5,180 families in Roxbury-North Dorchester with incomes under $3,000.

26.2% (1964 ABCD Poverty Indices Figure)

C. AGE COMPOSITION

AND

D. SEX COMPOSITION (Combined)

AGE AND SEX COMPOSITION*

	MALE	% of TOTAL POPULATION	FEMALE	% of TOTAL POPULATION	TOTAL BY AGE	% of TOTAL BY AGE.
Pre-School (0-5 Years)	5,904	7.3	5,924	7.3	11,828	14.6
School-Age (6-15 Years)	7,087	8.7	7,176	8.9	14,263	17.6
Youths** (16-20 Years)	2,406	3.0	2,869	3.5	5,275	6.5
Adults (21-64 Years)	18,887	23.3	22,154	27.3	41,041	50.6
Elderly (65 & Over)	3,656	4.5	5,022	6.2	8,678	10.7
TOTAL	37,940	46.8	43,145	53.2	81,085	100.0

* The figures in this chart were calculated from 1960 Census, using the appended Table of Census Tracts--showing proportions--(Appendix I). Other 1960 figures in this report were taken from the ABCD Poverty Indices, calculated using an unknown combination of Census Tracts.

**No breakdown for In-School or Out-of-School Youths available

E. Racial Composition

1. Number of Whites: 40,807 (1960 U. S. Census)

Percent of Total Population: 49.6 (1960)

The number of whites in Roxbury-North Dorchester has declined significantly in recent years. In 1950, 89,068 whites lived in Roxbury-North Dorchester. From 1950 to 1960, their numbers declined 54.2%.

Among the white community, considerable ethnic heterogenity persists in Roxbury -North Dorchester. The 1960 Census lists a total of 11,087 foreign-born persons living in the area, or 27.2% of all whites. In order of importance, the national groups present in Roxbury-North Dorchester are Canadian, Russuan, Irish, and Italian.

2. Number of Negroes: 41,439 (1960 U. S. Census)

Percent of Total Population: 50.4% (1960)

The Negro population of Roxbury- North Dorchester has increased dramatically in recent years, apparently from a high rate of natural increase combined with significant net in-migration. In 1950, 11,117 Negroes lived in the area. From 1950 to 1960, their numbers increased by 128.7%.

3. Number of Puerto Ricans: 280 (1960 U. S. Census)

Percent of Total Population: _____

4. Number of Other Non-Whites: 538 (1960 U. S. Census)

Percent of Total Population: _____

Office of Economic Opportunity

APPLICATION FOR COMMUNITY ACTION PROGRAM

FORM APPROVED.
BUDGET BUREAU NO. 116-R019

CAP 7. COMPONENT PROJECT: CONDUCT AND ADMINISTRATION

This form is to be used for applications for assistance under Part B of Title II-A of the Economic Opportunity Act of 1964.

NAME OF APPLICANT AGENCY: ACTION FOR BOSTON COMMUNITY DEVELOPMENT, INC.

(For Administrative Use)

NAME OF DISTINCTIVE TITLE OF PROJECT

The Roxbury Multi-Service Center, Inc.

1. SUMMARY OF PROJECT *Describe the component project briefly, stating only the major points.*

To provide an easily accessible battery of health and welfare services on a neighborhood level and coordinated around the family as a unit.

2. WORK PROGRAM *Attach a description of the work program for this component project. Indicate the requirements for such a work program contained in the CAP GUIDE.*

3. AREA AND GROUP TO BE SERVED

LOCATION AND TYPE *Describe the location with reference to the community of the people to be served by this component project and the type of population to be served (pre-school, aged, families with children, etc.)* An eligible 50,000 member target population residing in the seven census tracts which comprise the Roxbury-North Dorchester General Neighborhood Renewal Program - an area with an evenly balanced racial composition, which, however, is clustered in ghettos ranging from 99% white to 99% Negro.

NUMBER TO BE SERVED *How many people will be served directly by this component?* 3,600 (8 months)

How many of these are poor? 80%

4. DELEGATION OF ACTIVITIES TO OTHER AGENCIES

The following information is to be provided if any part of this component project is to be carried out by an agency or organization other than the applicant.

NAME AND ADDRESS OF DELEGATE AGENCY
The Roxbury Multi-Service Center, Inc.
317 Blue Hill Avenue
Roxbury, Massachusetts 02121

TYPE OF AGENCY *To the delegate agency a (check one).*

[ ] PUBLIC AGENCY [X] PRIVATE NONPROFIT ORGANIZATION OF HIGHER EDUCATION

[ ] OTHER *(Specify)*

SCOPE OF DELEGATION *Attach a statement describing:*

a. *The degree of responsibility that the delegate agency will have in carrying out the component project.*
b. *The qualifications of the delegate agency to undertake and complete the component project.*
c. *The way in which the applicant agency will supervise and/or coordinate the activities of the delegate agency.*

ASSURANCE OF COMPLIANCE ON CIVIL RIGHTS *Attach a fully executed copy of the Assurance Form for each delegate agency.*

Attachment

5. PREVIOUS APPLICATION

Has this component project, in substantially its present form, ever been the subject of a previous application for Federal financial assistance?

[X] YES [ ] NO *If "Yes", attach an explanatory statement.*

6. BUDGET

COST CATEGORY	ESTIMATED COST
1. PERSONNEL	$ 110,170.00
2. CONSULTANTS AND CONTRACT SERVICES	25,057.00
3. TRAVEL	1,200.00
4. SPACE COSTS AND RENTALS	6,667.00
5. CONSUMABLE SUPPLIES	2,000.00
6. RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	-0-
7. OTHER COSTS	5,250.00
TOTAL ESTIMATED COST OF PROJECT	$ 150,344.00
NON-FEDERAL CONTRIBUTION	25,057.00
FEDERAL GRANT REQUESTED UNDER TITLE II-A	$ 125,287.00

7.4.1 BUDGET DETAIL *Attach a statement giving the basis for estimating the cost of this component project, in accordance with the instructions set forth in the CAP GUIDE. Where convenient, the cost estimates should be shown on CAP Form 23 (Budget for Component Project).*

ATTACHMENT

7.4.2 PERIOD OF GRANT *How long will this component project be financed by the grant requested in this application?*

January 1, 1969 to August 30, 1969

NUMBER OF MONTHS

Eight (8)

BUDGET FOR COMPONENT PROJECT

This budget is for a component project under a grant application submitted to the Community Services Administration under Section 221, 222, or 232 of the Economic Opportunity Act of 1964, as amended by subsequent legislation. Applicants for such grants are also advised to read the Budget Instructions (CAP Form 20) which contain the same information in the same order as on this form.

NAME OF APPLICANT

ACTION FOR BOSTON COMMUNITY DEVELOPMENT, INC.

DO NOT FILL IN. (For Community Use)

BRIEF TITLE OF PROJECT

ROXBURY MULTI-SERVICE CENTER, INC.

COMPONENT PROJECT NO.

7

B-1.0 PERSONNEL

B-1.1 PERSONNEL EMPLOYED BY APPLICANT AGENCY

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
	NOT APPLICABLE				NONE

COST OF FRINGE BENEFITS *(Indicate basis for estimate)*

SUB-TOTAL, PERSONNEL EMPLOYED BY APPLICANT AGENCY | $

B-1.2 PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES)

NUMBER OF PERSONS	POSITION OR TITLE	SALARY PER MONTH	PERCENT OF TIME ON PROJECT	MONTHS TO BE EMPLOYED	COST
	SEE ATTACHED PERSONNEL LIST				$ 95,800

COST OF FRINGE BENEFITS *(Indicate basis for estimate)*

FICA - 4.4%
Workmen's Comp. .2%
Retirement 3.7%
Health & Accident Insurance 4.0%
Unemployment Insurance 2.7%
TOTAL 15%

SUB-TOTAL, PERSONNEL EMPLOYED BY DELEGATE AGENCY(IES) | $ 14,370

TOTAL, PERSONNEL | $ 110,170

ANSWER TO - B-1.2

ROXBURY MULTI-SERVICE CENTER, INC.

O.E.O. BUDGET

January 1, 1969 - August 31, 1969

POSITION	MONTHLY SALARY	COST
Executive Director	$ 1,250.00	$ 10,000.00
Associate Director	1,217.00	9,736.00
Controller	953.00	7,624.00
Assistant Controller	496.00	3,968.00
Office Manager	607.00	4,856.00
Administrative Secretary	586.00	4,688.00
Accounting Clerk	520.00	4,160.00
Stenographer	406.00	3,248.00
Stenographer	406.00	3,248.00
Neighborhood Supervisor	997.00	7,976.00
Information-Clerk Typist	466.00	3,728.00
Volunteer Coordinator	324.00	2,592.00
Building Superintendant	451.00	3,608.00
Social Service Supervisor	1,037.00	8,296.00
Employment Supervisor	975.00	7,800.00
Housing Worker	650.00	5,200.00
Housing Worker	634.00	5,072.00
Personnel - P/R	$11,975.00	$ 95,800.00
Fringe Benefits		14,370.00
TOTAL PERSONNEL - P/R		$110,170.00

APPLICATION FOR COMMUNITY ACTION PROGRAM

BUDGET FOR COMPONENT PROJECT [illegible]

B-2.0 CONSULTANTS AND CONTRACT SERVICES

B-2.1 CONSULTANT SERVICES

NATURE OF SERVICES	BASIS FOR FEE ESTIMATE	FEE TO BE PAID
Mental Health	Historical Data	$ 10,000.00
	SUB-TOTAL CONSULTANT SERVICES	$ 10,000.00

B-2.2 OTHER CONTRACT SERVICES

NATURE OF SERVICES	BASIS FOR COST ESTIMATE	FEE TO BE PAID
Family Services of Greater Boston	Historical Data	$ 5,057.00
General Services (Permanent Charity)	Historical Data	5,000.00
General Services (United Community Services)	Historical Data	5,000.00
	SUB-TOTAL, OTHER CONTRACT SERVICES	$ 15,057.00
	TOTAL, CONTRACT SERVICES	$ 25,057.00

3.0 TRAVEL

ITEM	BASIS FOR COST ESTIMATE	COST
Local	Historical Data	$ 720.00
Out-of-State	Historical Data	480.00
	TOTAL, TRAVEL COSTS	$ 1,200.00

4.0 SPACE COSTS AND RENTALS

ITEM	BASIS FOR COST ESTIMATE	COST
Rent	Historical Data	$ 6,667.00
	TOTAL, SPACE COSTS AND RENTALS	$ 6,667.00

5.0 CONSUMABLE SUPPLIES

ITEM	BASIS FOR COST ESTIMATE	COST
Office	Historical Data	$ 1,600.00
Maintenance	Historical Data	400.00
	TOTAL, CONSUMABLE SUPPLIES	$ 2,000.00

6.0 RENTAL, LEASE, OR PURCHASE OF EQUIPMENT

ITEM	BASIS FOR COST ESTIMATE	COST
		$
	TOTAL, RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	$ -0-

7.0 OTHER COSTS

ITEM	BASIS FOR COST ESTIMATE	COST
Telephone	Historical Data	$ 4,800.00
Miscellaneous	Historical Data	450.00
	TOTAL, OTHER COSTS	$ 5,250.00
	GRAND TOTAL, COST OF COMPONENT PROJECT	$ 40,174.00

ROXBURY MULTI-SERVICE CENTER

M E M O R A N D U M

October 1, 1968

TO: Action for Boston Community Development

FROM: Roxbury Multi-Service Center

RE: C A P SUBMISSION FOR 1969

Please accept this memorandum as an addendum to our CAP SUBMISSION for 1968 which provides the essential information on the current status of our program. Essentially, our service program remains the same with an increasing emphasis on neighborhood development activities. In 1968 we developed a neighborhood team concept which placed neighborhood workers and aides into a 17 block area of Roxbury known as the Sav-More neighborhood. The team is involved in aggressive outreach for the purpose of helping residents in the area to develop an organizational structure which will make it possible for them to deal effectively with social and physical problems in the neighborhood. The neighborhood workers and aides assigned to the Sav-More area are backed up by a reference team composed of a variety of professionals from the Center's service components. The reference team responds to the specific problems of individuals and families who have been identified by the neighborhood workers as they pursue their neighborhood organization activities. This new effort represents a shift in the Center's focus away from a primary emphasis on case-by-case intervention with individuals and families. In order for the Center to move in this direction, we had to regroup our staff resources, shifting staff members from our various service components to the Neighborhood Direct Team and Reference Team.

During 1968 the Center became increasingly involved in social planning activities. It played a major role in getting the Boston Children's Service Association and the Church Home Society to set up a Children's Service program in Roxbury in conjunction with the Neighborhood Service Project. Staff members are involved in the planning for the city-wide campus High School for Madison Park, the Comprehensive Mental Health, and Health Centers under Boston University Medical School, the Neighborhood Service Program, and the Model Cities Program on a local and national scale. We have taken the position that the Center must play a significant role in the planning of small and large scale programs coming to the Roxbury-North Dorchester area. The Center will continue to take the initiative in attempts to bring new service resources into the area. In this connection, the Executive Director is working with the Office of Program Development and Boston Public Schools on plans for a Multi-Service Center as a part of the planning for the Secondary Educational Complex in Madison Park.

The Center continues to retain programmatic and structural relationship with the Roxbury-North Dorchester APAC. This relationship has been enhanced through the NSP Intake, Information and Referral units. The Center operates one unit under contract with the Ecumenical Center. The coordinator for the four Intake Units is housed at our Center and supervised by the Executive Director.

The Center maintains a contract with the Concentrated Employment Program for the provision of social services and other supporting services to enrollees and their families in the Neighborhood Youth Corp. Under a contract with the Boston Redevelopment Authority, the Center is providing social services to tenants in buildings that are a part of the Boston Rehabilitation Project. The contract will terminate on April 30, 1969.

The Statistical picture for the Center is as follows:

From January 1 through December 31, 1967 the Center served 1,639 new individuals or families. From January 1 through September 30, 1968 the Center has served 1,307 new families and individuals. The current active case load is approximately 3,000 cases. Since opening in January, 1965, the Center has served 6,669 families or individuals representing service to approximately 27,000 individuals. Approximately 12,000 adults and 2,000 children come to the Center each year for service.

The Center continues to receive approximately 60,000 incoming telephone calls per year, reflecting the fact that it has become a communication and information center for the community.

The attached budgetary material reflects our need to compress our 12 month OEO funding into eight months in order to meet our financial obligations during the early months while we are in the process of securing and awaiting funds from local foundations. Therefore, we are requesting the same eight month arrangement as we utilized for program year 1968.

C A P Submission

ROXBURY MULTI-SERVICE CENTER, INC.

OCTOBER 1967

WORK PROGRAM - CONDUCT AND ADMINISTRATION

(7.1.2.a) Purpose and Beneficiaries:

The establishment of the Roxbury Multi-Service Center is an attempt to rectify the most characteristic effects of poverty: "the constant struggle for survival, unemployment and under-employment, low wages, a miscellany of unskilled occupations, child labor, absence of savings, chronic shortage of cash, absence of food reserves in the home...."[1] The development of the multi-service center concept is an attempt to remove the impasses to effective health and welfare services created by the traditional social welfare methodology: the psychological barriers erected by bureaucracy, the tension between the professional worker and lower class culture, and especially the absence of integration among multiple services.

The Center is located in an area marked by inadequate housing conditions and substandard sanitation; property neglect by absentee landlords; considerable relocation due to urban renewal projects; and the accelerated change in racial composition from white to non-white. These demographic features tend to perpetuate and be perpetuated by a low-income population with low educational attainment, high mobility and unemployment rates, considerable family disintegration and high dependency on welfare aid. Adults who have struggled with these problems since childhood often lack both the knowledge and the skill to perform their societal roles and teach appropriate role performance to their children. This program is designed to assist families in overcoming such limitations by reaching out to them with services specifically geared to the resolution of their problems. It is also geared to push both private and public educational, health, and welfare systems into meeting their service responsibilities to the Roxbury North Dorchester community.

During the multi-service center program development phase, ABCD acknowledged a dual responsibility: 1) the formulation of a set of objectives central to the MSC concept and 2) the establishment of unique batteries of services tailored to cope with the particular demographic and social circumstances of the target population.

The following objectives were subsequently developed as the most pertinent:

1) Provision of health, welfare and related services, visible and accessible on a neighborhood and district level;

2) Development of effective techniques for delivering services to families and individuals;

3) Coordination of a battery of services around the family as a unit.

The multi-service center concept provides a more effective means than traditional service agencies of reaching and assisting clients through the following features:

1. Neighborhood Location - The clients most in need of personal services are least likely to seek assistance because of the social and physical distance

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1 Oscar Lewis, Children of Sanchez, Oxford Press, N.Y. 1962, pp. xxiv-xxvii.

separating them from the agencies and agents of service. Traditional services are located in the remote "downtown" areas and staffed by professionals seemingly alien to the client's milieu. The Multi-Service Center, in contrast, is situated in the heart of the target area and, whenever possible, staffed by "indigenous" professional and non-professional personnel attuned to the daily living problems of the target population.

2. Multi-Services - The specialization of service within traditional social service agencies--necessitating physical transfers from one agency to another--limits effective integration of services. The concentration of several services (health, housing, employment, legal aid, etc.) in one multi-service center facilitates communication and expedites a coordinated service attack on the complexities of each client's problems. The program design also includes provision for the mobilization of existing public and private agencies (e.g., City Health Department, Boston Redevelopment Authority, Family Service Association).

3. The Neighborhood Worker - It is the responsibility of the neighborhood worker to reach those persons alienated from, hostile, or indifferent to the traditional social service agency. Through repeated and intimate contact with families, clergy, policemen, grocers, and bartenders, he establishes a network of diverse opinion useful to assess community needs, identify prevalent problems, and induce the utilization of available services. The Multi-Service Center, via the neighborhood worker, can become an active focal agent of community development, not only in terms of services to individuals but also in the development of viable neighborhood organizations.

4. The Anchor Worker - Many potential clients are reluctant to utilize available services because of the impersonality of the organizations that dispense aid. The anchor worker serves clients unable to tolerate establishing a helping relationship with more than one person at a time. The anchor worker first develops a primary relationship with the client. Through this relationship he provides support and security, and integrates the variety of services needed by his client--whether these services are provided within the Center or by other resources in the City.

5. Instant Service - It is assumed that delay in the delivery of services frequently contributes to the client's feeling of alienation. The Multi-Service Center seeks to minimize, if not eliminate, the time gap between intake and service, and to provide service on the first contact with the Center.

6. Open Services - The Multi-Service Center allows the client to start receiving help based on his own perception of his problem. The client is not put through the traditional screening processes which often recast the client's problem to fit the agency's needs. The "open services" approach allows the client to move into a qualitative service system at the point he wishes to enter. The Center starts with concrete, relevant services which may serve as a springboard to identification of problems and receipt of total services as necessary.

The Center is operating in general conformity with the principles of practice defined in the early stages of program development: innovative features have proved practicable and effective: and the active service-load at the Center has increased dramatically since the Center's opening.

(7.1.2.a) continued

Results of Planning and Operations to Date:

In recognition of its responsibility to accommodate the particular needs of each of the target populations, ABCD arranged a series of meetings with interested agencies and/or persons to discuss the most pressing and prevalent problems in Charlestown and Roxbury in preparation for drafting the programs for the Multi-Service Centers.

For Roxbury planning, ABCD and United Community Services (UCS) established several task forces to explore casework, employment group work and health needs of the estimated 100,000 target population. The task forces were staffed by public and private agency personnel and supplemented by ABCD and UCS staff. On the recommendation of the task force, a group of nine incorporators was chosen for the Roxbury Multi-Service Center in June 1964.

While the 1963-1964 period was devoted primarily to designing an appropriate scope of services for the proposed center, the 1964-1965 year witnessed a concerted effort to obtain the necessary physical and personnel resources. The Roxbury MSC opened informally in December 1964 in a four-story, 36 room building in the Grove section of Boston with a skeletal staff and an improvised set of office furniture. Nevertheless by the first of april, 1965, the Center was receiving an average of 20 new families and/or individuals per week. Between March 15 and December 16, 1965 the average monthly caseload in Roxbury increased seven-fold over the previous monthly average from 27 per month to 194 per month. [1] This may in part be attributed to the Center's gradual expansion of services and in increase in service hours, as well as to informal publicity from satisfied clients. The Center was officially dedicated on October 3, 1965 and its 30 member staff at that time provided services on a 64-hour per week schedule.

From January 1 through October 14, 1967 the Center served 1,330 new cases. The active caseload of the Center is 3,220. This figure reflects the continuity of service rendered clientele accumulated.

From January 1 through December 31, 1966 the Center served 2,348 new cases, representing an increase of 73% over 1965. The daily reception tally sheets for 1966 revealed that 11,531 adults accompanied by 1,730 children came into the Center building for services. These figures do not include services provided in the homes or in the streets: nor do they reflect adults and children participating in group programs in the Center. The growing importance of the Roxbury Multi-Service Center as a communication spot dispensing information and instant advice in somewhat reflected by the 46,579 incoming telephone calls received in 1966.

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1 See Attachment A, Table X, ABCD Preliminary Research Report on Roxbury MSC Clientele, p. 11.

The basic battery of services of the Roxbury Multi-Service Center includes:

Employment Services: directed to the unemployed, underemployed, sporadically employed and illiterate 16 years of age and over. The employment services, while stressing job-training for those without marketable skills and retraining for those affected by automation, are coordinated with health and welfare services to rectify employment problems caused in some part by physical or psychological handicaps. In addition to employment counselling, job placement, and job development the Service provides educational counselling aimed at helping persons obtain high school, college or other advanced education in accordance with their basic potential and ultimate vocational goals.

Housing Services: to assist clientele in finding standard, sanitary dwellings either through public housing or the private market. The former involves helping persons to negotiate the Boston Housing Authority and Boston Redevelopment Authority systems. The latter involves working with private realtors to make adequate housing available to low-income families. The Housing Worker is also engaged in community organization efforts with regard to providing residents with vehicles for effectively dealing with new urban renewal proposals.

Social Services: to prevent family disruption, assist in rehabilitation through family counselling and child guidance, and institute home management practices. An active outreach program serves problem families lacking the ability or motivation to obtain necessary assistance. The service include helping clients negotiate the network of social services in the immediate and city-wide community.

Health Services: focusing on referral and health education. In the Roxbury Multi-Service Center, the services of a public health nurse are provided through a contractual relationship with the Visiting Nurse Association. The nurse makes home visits for evaluation of family health needs and encourages the use of existing health and medical resources, provides consultation services to other staff members with respect to the implication of specific health-related problems to other services being provided the family, and interprets public health procedures to both staff members and clientele.

Mental Health: focusing on psychiatric evaluation of clients, in their own homes, as well as at the Center; and facilitating the referral of clients in need of psychiatric care to the mental health resources of Boston. The psychiatrists also provide consultation to staff members on the mental health implications of their work with clients. The two psychiatrists are provided by the Boston University Medical School, Division of Psychiatry on a part-time basis. Two doctoral candidate students in clinical psychology from Boston University have recently been added to the mental health services and function primarily in the area of providing psychological evaluation of children in client families. An application is pending at NIMH for a grant to B.U. Medical School for further development of Mental Health Services at the Center.

Legal Services: focusing on legal referrals, preventive legal advice and counsel in civil suits in conjunction with AbCb's Unified Legal Services Program. Two Legal Aid Society attorneys are in residence at the Center on a full-time basis. Two part-time lawyers providing similar services in the area of criminal matters have recently been added to the Center's personnel through the cooperation of the Voluntary Defenders Committee.

(7.1.2.b) Continued

Group Work and Neighborhood Services: aimed at identifying individual and family problems, acting to rectify these problems through direct services and/or referral to the Center, and instituting services presently unavailable. Focusing simultaneously on helping residents to mobilize themselves through block groups and area-wide associations for working toward the solution of common community problems.

(7.1.2.c.) Timetable

In order to provide immediately available service the Roxbury Multi-Service Center operates on a 64-hour week schedule which includes four hours on Saturdays. The Center services both short and long-term problems and provides service to every client on a continuing basis for as long as is necessary. It is the intent of both the multi-service centers and ABCD that the MSCs become an integral unit of their respective neighborhoods and eventually assume financial independence.

To this end the Finance Committee of the Board of the Center is working to secure broader foundation support to carry on the program operations beyond the demonstration phase which ends on December 31, 1967. Although the Center has good prospects of securing additional local funding to approximate 50% of the Center's budget, it is clear that substantial support (50% of the budget) will still have to be obtained through Federal funding. The vast majority of which must be secured from OEO. The Board's approaches to private foundations are firmly supported and assisted by the Committee of the Permanent Charity Fund, The United Community Services, and ABCD. This support partially reflects these organizations' view of the important contribution the Center has made to the provision of qualitative services to Roxbury residents.

(7.1.2.d) Administration and Organization:

To comply with the MSC idealogy and offer the services recommended for the Roxbury area, the Roxbury MSC requires budgetary provision for the following staff members:

Administrative: Director, Associate Director, two receptionists, controller, assistant to the controller, office manager, administrative secretary, three stenographers, two typists, information clerk, statistical clerk, bookkeeper clerk, building superintendent, janitor;

Employment Service Staff: Supervisor, two counselors;

Social Service Staff: Supervisor, Assistant to the Supervisor, five case-workers, child welfare specialist;

Home Development Staff: Supervisor, two assistants;

Neighborhood Service Staff: Supervisor, two neighborhood workers;

Housing Service Staff: Specialist and assistant;

Community Aides: Five non-professionals, four of whom are indigenous to the community served. The aides are assigned to the following service components--Neighborhood, Social Services and Reception.

Camp Co-ordinator: (part-time)

In addition sub-contracts will be renewed with the Visiting Nurse Association and the Family Service Association for part and full-time on-site personnel.

Expenditures will be necessary for rent, consumable supplies, travel and utilities.

There is a great deal of client and informational exchange between the Roxbury Multi-Service Center and other agencies in the immediate and city-wide community: Department of Public Welfare, Boston Housing Authority, Division of Child Guardianship, Massachusetts Division of Employment Security, Society for the Prevention of Cruelty to Children, State Parole Board, the Courts, Boston Children's Services.

(7.1.2.d) continued

Association, New England Home for LIttle Wanderers, Youth Activities Commission, Congress of Racial Equality, Exodus, Blue Hill Mission, Freedom House, the Boston Public Schools, etc.. The Center also maintains close contacts with the New England Development Corporation; Hilltop Center, which is a new anti-poverty funded child care agency; and other agencies along "agency row" on Blue Hill Avenue--e.g., the ABCD-Neighborhood Employment Center, American Friends Services, and Blue Hill Avenue Christian Center. The Neighborhood Service staff has been working with these agencies on Blue Hill Avenue in a variety of community action projects.

The Center continues to negotiate with the Boston Redevelopment Authority for the provision of Center services to new and relocated residents of Washington Park who already constitute one-fourth of the entire Roxbury Multi-Service Center caseload.

That the Center is coordinating service strategies with other community programs is evidenced by Table XII, et seq. in the ABCD Preliminary Research Report on the Roxbury Multi-Service Center Clientele, Attachment A, pp. 12-13. Nearly forty-five percent of the entire Roxbury caseload is referred to the Center by numerous public and private agencies--the Department of Public Welfare (10%), neighborhood houses and settlements (6.9%) and Community Action Groups (4.9%) initiating the largest number of direct referrals.

The Multi-Service Center is functionally physically and interrelated with another of ABCD's programs, the Unified Legal Services Program, which staffs RMSC with two Legal Aid Attorneys. This assignment is intended to facilitate the treatment of legal difficulties which frequently stem from more deep-rooted problems of living. Moreover, the multi-service center program is a major component of the Boston Youth Opportunities Project and as such is designed to contribute to the project's overall objective - reducing the frequency and seriousness of criminal acts committed by 12-16 year olds in Greater Boston. Organizing its services around the family unit, the Multi-Service Center seeks to strengthen the social and economic role performance of adults, whose values and attitudes are frequently instilled in and perpetuated by the youth within their families and neighborhoods.

RMSC plans to enhance significant interrelations with other ABCD programs through continued structural and functional collaboration with the Roxbury-North Dorchester Area Planning Action Council (APAC). During the previous five month contract period the Center developed linkages with APAC through 1) Program and 2) Structural relationships.

Program linkages primarily involved consultation to APAC staff including:

1. providing information on the health and welfare system and how to negotiate same;

2. advice regarding specific help being given to an individual or family by an APAC staff member;

3. joint planning of the Pilot Neighborhood Service Center Project with the Ecumenical Center.

Beginning, attention has been given to devising a formal referral system whereby APAC staff members can refer clients to RMSC and receive periodic progress and evaluative reports. More work in this area must be accomplished during the next contract period

(7.1.2.d) continued

Structural relationships exist between RMSC and APAC. Two APAC Board members serve on the Center's Board of Directors and one Center Board member serves on the APAC Council. Within the next contract period efforts will be made to increase the RMSC representation to two members in order to bring this structural relationship to a par status. Additionally, efforts will be made to deepen the quality of relationship.

RMSC would like to establish a training relationship with APAC. Through the provision of training opportunities the Center would transmit to APAC staff and Council members some of the knowledge, methods and techniques that it has learned after three years of operational experience. The Center staff participates in a 3-hour in-service training session once a month. Periodically Board Institutes are held where material is presented in depth to give Board members an understanding of service approaches to families, as well as an on-going analysis of community forces and issues bearing directly on service to residents. RMSC would like to make these training opportunities available to APAC staff and Council members on a regular basis. We would like to consider APAC and RMSC as working partners in the development of joint training vehicles as needed by both organizations.

In order to insure that APAC and RMSC move steadily toward the deepening of linkages with each other, at least three-one-half day sessions will take place for an analysis and review of the developing relationship between the two organizations.

On a staff-program level, the Center's employment services staff work closely with the Neighborhood Employment Center at 345 Blue Hill Avenue, which is under the aegis of APAC, through cross referrals of clients, informational exchanges on available jobs, and consultation with RMSC staff in such special areas as unemployment compensation and veterans' benefits. RMSC now serves as a field station for the training of Neighborhood Youth Corps enrollees and anticipates increasing this service.

On October 3, 1967, the Center entered into a contractual agreement with ABCD for RMSC's social service and other supporting services to be made available to enrollees CEP orientation and training center. The contract terminates on May 31, 1968. Hopefully it will be renewed for another 10 month period covering the remainder of the 1968 calendar year.

The Center's Child Welfare Specialist serves on a regular basis to the Hilltop Center's social worker. The Hilltop Center is a child care center serving low-income children through OEO funds and is located at 344 Blue Hill Avenue.

Administrative Staff of the RMSC has been participating in the consideration of a proposal for a Comprehensive Health Center for Roxbury, being developed by ABCD's Health Director and APAC's Health Coordinator.

RMSC is participating with APAC and other community agencies in the planning of the Pilot Neighborhood Service Project under the Ecumenical Center. This involves the Center in weekly planning and negotiation meetings.

(7.1.2.e) Evaluation

For a detailed description of the Multi-Service Center evaluation currently in progress, see Multi-Service Center Direction, Data Feedback and Evaluation, Component 7-1, pp. 7-10.

Brandeis University, Florence Heller School for Advanced Studies in Social Welfare, has received a grant from HEW to complete the research on MSC which ABCD phased out. Under the supervision of Dr. Robert Perlman and Dr. Wyatt Jones, Brandeis doctoral candidates will analyze MSC research data and write six research reports in the form of doctoral dissertations. This research activity is now underway.

(7.1.2.f) Resident Participation:

Overseeing the service, personnel and budgetary policies of the Roxbury Multi-Service Center is the 26 member Board of Directors elected for a three year term. Eighty-five percent (eighteen members) reside in the Roxbury community and thus are well versed in the problems and needs of the Center's service area. Seven of the Board members meet OEO criteria for representation of the poor.

CAP 7.2.1.

SCOPE OF DELEGATION

(7.2.1. a & c) Degree of Responsibility and Supervision

The degree of responsibility borne by the Roxbury Multi-Service Center in carrying out this component project and the way in which the applicant agency will supervise its activities are outlined in the sample contracts attached. The provisions of these contracts will be incorporated within the Standard Contract Form for Conduct and Administration of Community Action Program Components and will be altered where necessary to conform to the latter's provisions.

SCOPE OF DELEGATION

(7.2.1 b) Delegate Agency Qualifications

The Roxbury Multi-Service Center was established as part of the implementation of the Boston Youth Opportunities Project under grants from the Department of Health, Education, and Welfare and the Ford Foundation. Its by-laws, Board structure, administrative structure and program were also designed at A.B.C.D. with the cooperation of United Community Services and Representatives of the major Health and Welfare Services in Boston. Since the time of its incorporation, A.B.C.D. has remained as the primary funding agent for the Center and has maintained a constant supervisory relationship to the Center's operations. The Roxbury Multi-Service Center is a member agency of the United Community Services of Boston. For the last 9 months, July 1, 1966 through March 31, 1967, the Center received a grant from O.E.O. through A.B.C.D.

AP 7.3 PREVIOUS APPLICATION

This proposal is a request for O.E.O. refunding of Roxbury Multi-Service Center rant made by O.E.O. for period April 1, 1967 to August 31, 1967. Original grant or R.M.S.C. was awarded by the President's Committee on Juvenile Delinquency and outh Crime, and a portion of a Multi-Service Center grant awarded A.B.C.D. by the ord Foundation.

Component #7-2: Roxbury Multi-Service Center

The salaries called for by this component's budget are, according to information available, in line with those of similar positions within this agency and with those of comparable positions in local public and private agencies. The fringe benefits are similarly in line and are detailed on the O.E.O. Form "Budget For Component Project".

The regular work-week is 40 hours with an hour off for lunch leaving a total of 35 hours of actual work.

Vacation Policy is as follows:

Professionals:
After one year - 20 working days

Administrative & Semi-Professional:
After one year - 15 working days

Clerical:
After one year - 10 working days

The following is the only new staff position to be funded for the new contract period. The other job descriptions were included in the last OEO application.

Casework Supervisor

Duties and Responsibilities

1. Supervise social work students from Schools of Social Work.
2. Supervise part time and full-time social workers and community aides.
3. Serve as a practitioner for a limited number of cases.
4. Submit evaluation reports on supervisors.
5. Help develop training sessions for social service staff.

Qualifications

1. Master's degree in social work from an accredited university.
2. Minimum of five years of experience as a caseworker in an agency of recognized standards.